

# WINDSOR UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

### **TITLE: Bus Driver**

**DEFINITION:** Under the direct supervision of the Director of Transportation, performs the necessary duties to safely operate a school bus over designated routes to transport children.

### **EXAMPLES OF DUTIES AND RESPONSIBILITIES**

The following are typical duties and responsibilities for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed below.

- Safely and effectively operates a school bus over designated routes as assigned, in accordance with assigned time schedules. Understands and is compliant with all traffic laws
- Operates the school bus within the rules and regulations, including all traffic laws, set forth by the District, State, and the California Highway Patrol
- Maintains student order among students on the bus, while they are being picked up and released to their destination
- Complies with District policies regarding student discipline procedures and contact with parents and other citizens
- Escorts students across streets when necessary
- Performs daily safety checks and inspections according to State regulations and reports immediately any and all safety repair needs to the Transportation Supervisor
- Conducts required bus evacuation drills, as scheduled, and implements evacuations as required in an emergency
- Reports all accidents immediately and completes required accident documentation
- Maintains the bus in a safe and clean operating condition
- Maintains accurate and current daily transportation reports
- Provides simple first-aid to injured or ill students when required
- Transports student, teachers, and parent volunteers on field trips to various locations, choosing the safest and most efficient routes to make schedule and departure times
- Assists with transportation fee procedures
- Exercises responsibility and professional behavior
- Performs other related work as required

**REQUIRED QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

**KNOWLEDGE OF:**

- Safe driving practices
- State laws and regulations regarding the safe operation of school buses

**ABILITY TO:**

- Learn provisions of the California Motor Vehicle Code and the Education Code applicable to the operations of vehicles and the transportation of school children
- Drive a school bus safely and efficiently
- Understand and carry out oral and written directions
- Relate positively to student, staff, and the public
- Maintain order among children on a school bus and maintain a cooperative relationship with those contacted in the course of work
- Maintain confidentiality of school related information

**EXPERIENCE:**

- Any combination equivalent to experience and education will be taken into consideration

**REQUIRED EDUCATION, LICENSES AND EXAMINATIONS:**

- High School diploma or equivalent (this requirement may be waived under exceptional circumstances)
- Possession of a valid California Driver’s License, Class 1 or Class 2
- Possession of a school bus driver’s certificate issued by the California Highway Patrol
- Medical Examiner’s Certificate required by California Highway Patrol
- Pre-placement physical

**DESIRABLE QUALIFICATIONS:**

- Bilingual/Biliterate in English and Spanish

**PHYSICAL DEMANDS:**

WORK POSITION (PERCENTAGE OF TIME):

Standing: 10%                  Walking : 10%                  Sitting: 80%

**BODY MOVEMENT (FREQUENCY):**

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting: **2**                      Bending: **3**                      Pushing and/or Pulling: **3**  
Reaching Overhead: **2**                      Kneeling or Squatting: **2**

**LIFTING REQUIREMENTS:**

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Up to 25 lbs.: 3                      Up to 50 lbs.: 2                      More than 50 lbs.: 1

Revised: 8/16/1993  
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