

MONTEREY COUNTY OFFICE OF EDUCATION

BUS DRIVER

CLASSIFICATION: Classified

SALARY LEVEL: 32

DEFINITION:

Under general supervision of the Supervisor III, Transportation or designee and with the direction from the Dispatcher, the Bus Driver operates a school bus in a safe manner at all times; to transport students with disabilities over designated routes and ensure the safety of students at all times.

SUPERVISOR:

Supervisor III, Transportation

POSITIONS SUPERVISED:

None

QUALIFICATION REQUIREMENTS:

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

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

- Safely transports school children with disabilities to and from special classes within prescribed routes and time schedules
- Picks up and discharges students •
- Escorts and assists children on and off vehicles
- Evacuates vehicle in a safe and timely manner when necessary and conducts periodic drills as required by law
- Maintains control of pupils using methods suitable to the individual pupil needs
- Operates wheelchair ramp and lift; safely and properly secures wheelchairs in the bus
- Delivers written notes and notices from teachers to parents and from parents to teachers
- Secures and transports children's medication as necessary
- Communicates with staff, parents/guardians regarding transportation and any other special needs that may arise
- Fuels buses
- Maintains cleanliness of bus daily, may wash and wax vehicles
- Conducts safety and operations inspections of assigned vehicle daily, advises on necessary repairs
- Maintains accurate daily records of mileage, drive time, fuel, and oil
- Maintains student emergency cards, student count, route sheets, etc.
- Prepares routine reports as required
- Attends mandatory driver training programs to maintain current knowledge of California Vehicle Code and the Education Code as it applies to the operation of vehicles in the transporting of school children
- Administers first aid and CPR as necessary
- Complies with Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations
- Performs related duties as assigned

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, two-way radio, business machines and operate bus; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead, climb and run; physical mobility sufficient to move about the work environment (office, district, from school or home site to site), drive a bus or automobile, and respond to emergency situations; physical strength sufficient to lift 60 pound student in case of emergency; physical stamina sufficient to sit for prolonged periods of time; physical tolerance to be exposed to dust, pollen, specific agents/chemicals, cleansers, foul smells; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Must be eighteen (18) years of age or older
- Any combination of education equivalent to a high school diploma)
- Three (3) years of bus driving experience

Knowledge of:

- Safe driving practices
- First-aid practices
- Safety rules and regulations

Skills and Abilities:

- Drive all types of vehicles in the Monterey County Office of Education Special Education fleet
- Drive a school bus or other automotive equipment safely and efficiently
- Recognize malfunctions in equipment and take appropriate action
- Learn designated bus routes and meet schedules
- Manage students with disabilities on a school bus
- Maintain order among students on a school bus
- Work independently under general supervision
- Establish and maintain cooperative relationships with those contacted within the course of work
- Ability to lift children weighing up to 60 pounds
- Foster and maintain positive relationships with parents/guardians of assigned students
- Learn and execute departmental policies, procedures and directives, in accordance with assigned duties
- Perform under a demanding work environment with the ability to remain flexible and focused during interruptions and distractions
- Communicate effectively in the English language, both orally and in writing
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds
- Understand and follow oral and written directions
- Maintain accurate, neat, and legible records and reports

Licenses and Certifications:

- A valid Class B-P California Operator's License
- California Special Driver's certificate issued every five (5) years by the California Highway Patrol
- A valid Medical Certificate
- A valid First Aid and CPR Certificate within 6 months of employment

Available Pay Stipends:

- There is a 5% pay differential for bilingual and bi-literate proficiency in a second language, including Spanish and sign language as certified by MCOE

5/2005

(Revised 12-10-15)