



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	School Bus Driver	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Transportation Department	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	10 months/Calendar 5004 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission	June 29, 2016 July 15, 2016	SALARY GRADE:	Schedule: 57 Range: 44

BASIC FUNCTION:

Under general supervision, drive a school bus to transport students safely and efficiently to an assigned location on a designated route; perform daily pre-trip safety inspections and assist in general cleaning of school buses

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Drive a school bus on designated routes; pick up and discharge students in accordance with time schedules; observe legal and defensive driving practices; assure compliance with applicable traffic and student transportation laws, codes and regulations; assure only registered students board and exit at assigned bus stops unless otherwise approved by school district or parents
- Maintain order and discipline among passengers on the bus and while waiting at bus stops in accordance with policies related to disciplining students; communicate effectively with school staff and parents regarding student behavior as needed; prepare behavior/conduct reports to document incidents and negative behaviors of students
- Perform required daily safety inspections of buses inspect the interior and exterior of buses according to California Highway Patrol pre-trip regulations to assure safe operational condition; report mechanical malfunctions or other problems as required
- Determine appropriate action in emergency situations according to established guidelines; administer first aid to passengers as needed
- Maintain bus in a clean and safe operating condition which includes sweeping passenger areas; cleaning windshields, mirrors, dashboard, and driver compartment
- Transport students, and designated adults on school routes or school related activity trips; adhere to scheduled departure and arrival times as assigned; prepare related logs and reports

Maintain records of vehicle condition, incidents/accidents, route times and mileage; conduct student counts and prepare related records

- Assist students as needed in boarding, buckling, and loading, securing and unloading students in wheelchairs as assigned; operate a wheelchair lift as assigned
- Utilize two-way radios for bus to bus and bus to base communications
- Communicate with Transportation Operations Staff and Maintenance Shop on a daily basis regarding safety concerns, safety of school bus stops and the mechanical condition of the buses
- Be available to respond to emergency or natural disaster situations when there is an urgent need to transport students, designated adults, victims, or others as needed

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Provisions of the California Motor Vehicle Code, California Highway Patrol Regulations, and Education Code applicable to the operation of vehicles in the transportation of students

California Vehicle Code and local traffic ordinances

District policies and practices regarding pupil transportation

Safe and defensive driving practices

Proper operations of school buses

Applicable traffic and student transportation laws, codes and regulations

Basic first aid procedures

Basic record-keeping techniques

Interpersonal skills using tact, patience and courtesy

Health and safety regulations

Oral and written communication skills as related to the position

ABILITY TO:

Drive a school bus safely and efficiently

Communicate about mechanical issues and defects verbally and in writing

Perform daily pre-trip safety inspections; and assist in general cleaning of school buses.

Learn and apply District policies and procedures related to student discipline on buses

Maintain a safe level of discipline among passengers

Observe legal and defensive driving practices

Learn and follow designated routes

Learn the functionality and tolerance of the dual air braking system

Learn the proper use of the electronically controlled transmissions installed in the fleet

Maintain bus in a clean and orderly condition

Administer first aid

Maintain routine records as related to the position

Understand and follow oral and written directions

Communicate effectively with others

Adhere to schedules and assigned time lines, except under extenuating circumstances

Operate a two-way radio

Maintain a clean driving record

Maintain the safety and security of assigned students and all passengers

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

Valid and current California Class A or B Commercial Driver License with appropriate passenger, school bus and air brake endorsements

Valid California Special Driver Certificate issued by the Department of Motor Vehicles (DMV) for school bus drivers

Valid Medical Examiner's Certificate

Valid First Aid and CPR Certificate (as required) issued by an authorized agency

Department of Justice fingerprint clearance through the California Highway Patrol

Good DMV driving record and ability to maintain insurability under the District's vehicle insurance policy

Incumbents in this classification are subject to federal drug and alcohol testing requirements

WORKING CONDITIONS:

ENVIRONMENT:

School bus and outdoor environment

Seasonal heat and cold or adverse weather conditions

Evening or variable hours

Exposure to fumes, dust, odors, oil/grease and gases

Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Sitting for extended periods of time while operating buses

Hearing and speaking to exchange information

Reaching, pulling and pushing to open bus doors

Bending at the waist, kneeling or crouching to inspect buses

Seeing to monitor passengers and operate a vehicle

Perform work which involves the frequent lifting, pushing and/or pulling of objects weighing up to 50 pounds, and occasionally and with assistance up to 100 pounds

Pushing or pulling wheelchairs

Dexterity of hands and fingers to operate school bus control panel

HAZARDS:

Traffic hazards

Exposure to seasonal heat and cold or adverse weather conditions

Exposure to fumes, dust, odors, oil/grease and gases

Exposure to blood borne pathogens and infectious diseases

Abusive, irate or violent students, parents or general public