

## **SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION**

### **JOB TITLE: SCHOOL BUS DRIVER**

**REPORTS TO:** Classified Coordinator - Transportation, School Bus Driver and Trainer  
**SUPERVISES:** No supervisory responsibilities

#### **DEFINITION:**

Drive a school bus to transport alternative education or special education students safely and efficiently to assigned locations along designated routes. Ensure safety of students by maintaining a safe discipline level on the bus. Ensure safety of vehicle by performing daily safety inspections.

#### **QUALIFICATIONS:**

Required:

1. High school diploma or equivalent.
2. Valid California Class B commercial driver's license with passenger (P) and school bus (S) endorsements.
3. Valid California School Bus Driver Certificate.
4. Valid Medical Examination Certificate (MEC).
5. Valid First Aid and CPR Certification issued by an authorized agency must be obtained within 130 days of employment.
6. Ability to pass pre-employment drug testing.
7. Enrollment in Employee Pull Notice through the California Department of Motor Vehicles.

Desired:

1. School Bus Driver experience
2. Experience with at-promise youth

#### **KNOWLEDGE AND ABILITY:**

1. Knowledge of safe and defensive driving practices.
2. Knowledge of proper operation of school buses.
3. Knowledge of applicable traffic and student transportation laws, codes and regulations.
4. Knowledge of basic first aid procedures.
5. Knowledge of health and safety regulations.
6. Knowledge of basic record-keeping techniques.
7. Ability to drive a school bus safely and efficiently.
8. Ability to observe legal and defensive driving practices.
9. Ability to learn and apply County Office policies and procedures related to student discipline.
10. Ability to maintain a safe discipline level among passengers.
11. Ability to remain calm and assertive while dealing with students with challenging behaviors.
12. Ability to administer first aid.
13. Ability to understand and follow oral and written directions.
14. Ability to communicate effectively with others.
15. Ability to meet schedules and time lines.
16. Ability to maintain regular and reliable attendance.
17. Ability to use good judgment to make decisions.

#### **ESSENTIAL FUNCTIONS:**

1. Drive a school bus along designated routes. Pick up and discharge alternative or special education students in accordance with established time lines. Assist students with getting on and off the bus as needed.
2. Ensure student understanding of bus rules. Maintain order and discipline among passengers on the bus in

accordance with County Office policies related to disciplining students. Report behavior issues to appropriate personnel.

3. Observe legal and defensive driving practices. Ensure compliance with applicable traffic and student transportation laws, codes and regulations.
4. Determine appropriate action in emergency situations according to established guidelines. Ensure student understanding of emergency procedures. Administer first aid to passengers as needed.
5. Conduct required daily safety inspections of buses. Maintain and process daily inspection sheets. Inspect the interior, exterior and engine of buses to ensure safe operational condition. Check brakes, brake lights, doors, safety devices and other equipment. Report mechanical malfunctions or other problems as required. Maintain buses in a clean and safe operating condition. Clean windows, mirrors and bus interior and exterior. Sweep floors and dust furniture. Check and maintain appropriate levels of fuel, oil and water.
6. Communicate with County Office personnel and outside agencies to exchange information and resolve issues or concerns.
7. Maintain routine records related to assigned activities.
8. Perform related duties as assigned.

**ENVIRONMENT:**

1. School bus and outdoor environment.
2. Exposure to fumes, dust, odors, oil/grease and gases.
3. Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

1. Sitting for extended periods of time while operating buses.
2. Hearing and speaking to exchange information.
3. Reaching, pulling and pushing to open bus doors.
4. Seeing to monitor passengers and operate a vehicle.
5. Physical ability to lift 13 pounds from floor to waist.
6. Physical ability to lift 13 pounds from knuckle to shoulder.
7. Physical ability to lift 53 pounds from shoulder to overhead.
8. Physical ability to push 53 pounds.
9. Physical ability to pull 91 pounds.
10. Comply with District, State and/or Federal guidelines for drug and alcohol testing of school bus drivers.

**HAZARDS:**

1. Traffic hazards.
2. Driving a vehicle during adverse weather conditions.
3. Potential exposure to verbal abuse and aggressive behaviors (hitting, biting, scratching, kicking, etc.)

Grade Allocation: 24
Adopted: 7/1/04
Revised: 3/26/08; 8/22/12; 7/24/13; 1/28/2020, 3/22/2023