



*Our Children, Our Schools, Our Future!*

Jurupa Unified School District

## **BUS DRIVER**

### **DEFINITION**

Under supervision to operate a school bus and transport students over designated routes in compliance with assigned schedules; and to do related work as required. In the position of Bus Driver the majority of driving is on assigned home-to-school bus routes and on a regularly scheduled basis. It is differentiated from Bus Driver-Special Students in that the operation is primarily of a Class I school bus.

### **ESSENTIAL JOB FUNCTIONS**

- Inspects buses prior to operation in accordance with written rules and regulations.
- Perform fueling and maintain prescribed levels of fuel of the bus.
- Drives buses over designated routes.
- Picks up and discharges students.
- Assists students on and off buses and escorts them across streets when necessary.
- Maintains prescribed cleanliness levels of the bus.
- Prepares and completes required reports.
- Performs other tasks as required to safely operate a bus in accordance with laws and district policies.

### **OTHER JOB FUNCTIONS**

- Performs other related duties as assigned.

### **LICENSE AND CERTIFICATE REQUIRED**

A valid appropriate California Driver's License; valid medical card/certificate and verification of First Aid proficiency as required by State law; and a valid California School Bus Driver's Certificate. Must qualify for insurance coverage by the district insurance carrier.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

Safe driving practices;  
Safe fueling practices;  
Provisions of the California Motor Vehicle Code and the Education Code applicable to the operation of vehicles in the transportation of students.

#### **Ability to:**

Drive a school bus and other automotive equipment safely and efficiently;  
Maintain order among students on a school bus;  
Understand and follow oral and written instructions;  
Establish and maintain effective working relationships with others;  
Work and drive safely;  
Meet minimum physical requirements as prescribed by the California Department of Motor Vehicles;  
Read, understand and follow handwritten or typed documents, including maps;  
Communicate effectively with students, parents and staff;

## **BUS DRIVER**

### **Ability to (continued):**

Safely and effectively operate a school bus in known or unexpected traffic and weather conditions, and in spite of loud, disruptive, and distracting student behavior;  
Work in a wide range of environmental conditions, such as hot and cold weather, and in proximity to exhaust fumes;  
Effectively perform intervention procedures to prevent fights and other altercations;  
Deal with hostile, emotional, ill or angry persons in an effective manner;  
Assist ill students to a specific location or onto a stretcher, wheelchair or into a vehicle;  
Assist disabled students to enter and exit the bus;  
Perform multiple tasks at once (such as driving while using the radio, controlling students, etc.);  
Stand, stoop, kneel, bend and walk;  
Climb slopes, stairs, steps and ladders;  
Lift, carry, push and pull heavy objects;  
Maintain steady, regular attendance;  
Work with various chemical agents and cleaners in a safe and effective manner.

### **Experience:**

One year of experience in the operation of a bus or heavy motor vehicle.

### **Education:**

Completion of the eighth grade or its equivalent.

### **Personal Qualities:**

Sound judgment, patience, willingness to perform job tasks, reliable and dependable.

Personnel Services  
January 07, 2002

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