

FULLERTON SCHOOL DISTRICT  
CLASSIFIED PERSONNEL COMMISSION  
RANGE 21

**BUS DRIVER**

**JOB SUMMARY**

Under general supervision using a considerable level of driving skills, drives a school bus in accordance with established routes, time schedules, District policies and procedures and the State Vehicle Code.

**DISTINGUISHING CHARACTERISTICS**

The Bus Driver class has the primary duty of transporting students in a bus over established routes or on field trips. Transporters have the primary function of transporting supplies, materials, and food over established routes and working in District warehouses. Bus Drivers differ from the class of Transportation Dispatcher in that no dispatching and routing functions are included in the normal duties.

**EXAMPLES OF DUTIES**

Drives a school bus over designated routes according to established time schedules; picks up and discharges pupils at designated stops; assists handicapped students to board or leave the bus and escorts others as needed; supervises the conduct of pupils on daily routes and on various special events and athletic trips; maintains order among students on the buses and waiting at bus stops; inspects bus daily prior to operation for safety purposes in accordance with the Vehicle Code relating to pupil transportation and reports any mechanical defects; keeps bus interior, the windows and mirrors clean; washes bus as required; keeps simple records reflecting number of passengers carried, miles covered, departure and arrival time and the like; may plan route for special trips; may render first aid to passengers; performs other related duties as needed.

**EMPLOYMENT STANDARDS**

**Experience:** Bus Driver experience not required.

**Knowledge of:** Safe driving practices; safety equipment and procedures relating to bus safety; the provisions of the California Motor Vehicle Code, Education Code, Administrative Code (Title V), and California Highway Patrol's School Bus Driver's and Carrier's Handbook (HPH 82.7) applicable to the operation of school buses in the transportation of school children.

**Ability to:** Drive a school bus and efficiently maintain order on a school bus; follow oral and written instructions; learn and carry out prescribed safety checks; keep simple records; work cooperatively with students, parents, school officials and other employees; maintain insurability to drive a District Vehicle. Comply with mandatory child abuse reporter training requirements as part of pre-employment and on an annual basis.

**License:** Possession of a valid Class A or B California Driver's License with "P" and "S" endorsements.

**Certificates:** Possession of a valid unrestricted Special Driver's Certificate issued by the California Department of Motor Vehicles for the operation of conventional and Type 2 school buses. Possession of a valid medical certificate as required by the Department of Motor Vehicles.

## **PHYSICAL STANDARDS**

*The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this driver category. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on school site or specialized department assignment.*

**Work Environment:** The employee's work environment in this job series consists mainly of a school bus and outdoor environment. Employees drive continuously and may be required to work evening and/or variable hours. There is also exposure to fumes, dust, odors, oil/grease and seasonal heat, cold and adverse weather conditions. While performing the duties of this job, the employee regularly works near moving mechanical parts. Positions are subject to constant interruption and severe time constraints and are in direct contact with the public, students and employees. Negative interactions resulting from these contacts can result in stressful situations. Employees may also work without direct supervision and are responsible for the safety and well being of passengers. The noise level is loud and employees may have to raise their voice to be heard.

**Physical Demands:** The physical demands of this position include the ability to enter and exit a bus to load and assist students, to evacuate a bus in an emergency situation, to tie down wheelchairs and to assist students in wheelchairs on the ramp lift, all of which may require the lifting of moderately heavy children and/or objects between 60-100 lbs. Drivers also sit for extended periods of time although the employee frequently stands and walks when not driving. Bending at the waist, kneeling or crouching to inspect and wash busses and reaching, pulling and pushing to open bus doors are also activities that are required. The employee will frequently bend at the neck and trunk while performing the duties of this job. Incumbents in this position frequently climb steps to get in and out of the bus and may climb ladders/stairs. The ability to reach with hands and arms overhead, above the shoulders or horizontally is required as is the repetitive use of hands to finger, handle, grasp or feel objects, tools, or controls. Seeing to monitor passengers and operate a vehicle include specific vision abilities such as close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Also required are hearing and speaking abilities to exchange information, monitor students and communicate via two-way radio.

*The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.*

BUS DRIVER

Revised By The Personnel Commission: 01/09/84, 06/02/86, 10/03/88, 6/13/02, 10/7/09, and 11/18/19