

**FULLERTON SCHOOL DISTRICT
CLASSIFIED PERSONNEL COMMISSION
RANGE 23**

BUS DRIVER II

JOB SUMMARY

Under general supervision using more advanced level driving skills, drives a school bus or transportation vehicle in varying and often nonroutine capacities to meet the needs of the District.

DISTINGUISHING CHARACTERISTICS

The Bus Driver II class differs from the Bus Driver class in that the Bus Driver II drives the most advanced and nonroutine routes most notably for mountain, foul weather, and/or covering advanced or nonroutine routes on an as needed basis. The Bus Driver II also assists Dispatch, the Transportation Office, the Mechanic Shop, and the Driver Training Team with communication, clerical, and related support as needed.

SUPERVISION RECEIVED AND EXERCISED

Job incumbents in this class receive supervision and report directly to the Director of Transportation Services. This class does not exercise supervision over other positions, but may serve as a technical lead to Bus Drivers.

EXAMPLE DUTIES - Duties may include, but are not limited to, the following:

- Drives a school bus over designated routes according to established time schedules;
- Picks up and discharges students at designated stops;
- Assists other bus drivers as needed and assigned by providing information and guidance in a lead capacity;
- Transports students, teachers, and chaperones on field trips and emergency runs;
- Assists Dispatch with computerized routing and with communications, using the two-way radio, telephone, email, and associated programs;
- Assist the Safety and Training Department in organizing, communicating, and delivering other related support as needed;
- Assists office, shop staff, safety and training staff, and school bus drivers with routine clerical and recordkeeping support as needed;
- Coordinate with school district personnel, school bus drivers, and private vehicle drivers before and upon arrival/departure for details on loading/unloading buses/vehicles/students where needed;
- Shuttle vehicles to various locations, as needed;
- Stocks vehicles with essential items for operation, loading and unloading needed teaching supplies, emergency supplies, and lunch supplies in and out of school bus and/or white fleet vehicles;
- May provide assistance to Nutrition Services;
- Assists students with special needs to board or leave the bus and escorts others as needed;

- Supervises the conduct of students 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;
- Washes and cleans buses and District vehicles as required;
- Keeps simple records reflecting number of passengers carried, miles covered, departure and arrival time and the like;
- May plan routes for special trips;
- May render first aid to passengers;
- Performs other related duties as needed.

EMPLOYMENT STANDARDS

Any equivalent combination of training, education, and experience that demonstrates the applicant likely to possess the required knowledge, skill, and ability to perform the job duties:

Education:

- Equivalent to the completion of the twelfth grade;
- Sufficient training and education that allows the applicant to attain the licensure and certification requirements.

Experience:

- One (1) year of experience in the operation of a school bus for the transportation of children required. Three (3) years preferred;
- FSD Mountain qualified or the ability to obtain qualification within 6 months of hire;
- FSD foul weather mountain qualified or the ability to obtain qualification within 1 year of hire;

Knowledge of:

- Safe driving practices;
- Safety equipment and procedures relating to bus safety;
- Safety and maintenance requirements of bus and other pupil transportation equipment;
- Provisions of the California Motor Vehicle Code, Education Code, Administrative Code (Title V), CCR Title 13, 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;
- Applicable District policies, regulations, processes, procedures, protocols and rules;
- Proper methods and safe practices of loading and unloading delivery vehicles;
- Practices and techniques of proper and safe lifting;
- Basic first aid procedures and methods;
- Safe and defensive driving practices and traffic laws;
- Interpersonal skills using tact, patience and courtesy;
- Proper techniques and etiquette in using the two-way radio and telephone system;
- Practices and techniques of record-keeping;

- Practices and methods of basic inventory;
- Practices of excellent customer service;
- Formal English and word usage;
- Basic arithmetic;
- Applicable computer software applications and programs.

Ability to:

- Drive a school bus and efficiently maintain order on a school bus;
- Effectively perform heavy physical labor, such as loading and unloading supplies and equipment, in a safe manner using proper methods, techniques and equipment;
- Effectively and accurately maintain inventory control, information and records;
- Safely operate District trucks, vehicles, and mechanical loading/handling equipment based on established District processes and procedures;
- Safely learn and utilize various types of mechanical loading and handling equipment, and machines;
- Communicate clearly and effectively;
- Effectively handle and resolve conflicts that may arise with tact and diplomacy;
- Adjust to change in scheduled assignment and work hours with relative ease;
- Respond calmly and appropriately to stressful situations;
- Follow oral and written instructions;
- Learn and carry out prescribed safety checks;
- Accurately make arithmetic computations, count money and prepare reports;
- Operate a two-way radio;
- Keep simple records;
- Effectively work in a team environment;
- 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" and airbrake endorsements.

Certificates:

- Valid California Special Driver Certificate with restrictions 1, 4, and 6 and the ability to upgrade certificate to restrictions 1 and 6 only, within 6 months of hire;
- 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 buses 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.

<u>BUS DRIVER II</u>	
Personnel Action	Personnel Action Date
Adopted by the Personnel Commission:	08/27/24