



## TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION BUS DRIVER

### DEFINITION:

Under the direction of the Director of Transportation, this position is responsible for providing safe and efficient transportation to students over scheduled routes and/or to and from special excursions.

### ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Assist and monitor authorized students with special medical needs and other passengers during loading, transit and unloading to ensure the safe transportation of all passengers on assigned route and schedule.
- Assist students and other passengers by providing safe loading and unloading from buses during normal transport and emergencies.
- Perform pre- and post-trip inspections (fluid levels, tire pressure, exterior condition, brake check, steering, lighting, horn, wheels, emergency equipment, etc.) to ensure the safe operation of the vehicle and to comply with mandated guidelines.
- Advise students and other passengers of appropriate behavior for the purpose of reinforcing established guidelines and maintaining passenger safety. Reports undisciplined students to the proper authority.
- Clean assigned vehicle, both interior and exterior to ensure safety, appearance, and sanitation of vehicle.
- Maintain appropriate fluid levels (fuel, oil, water, etc.) to operate the vehicle in a safe manner and to maintain assigned schedule.
- Assess incidents, complaints, accidents and/or potential dangerous situations (road hazards, medical emergencies, etc.) for the purpose of resolving and/or recommending a resolution to the situation. Reports all accidents and completes required reports.
- Prepare report (field trips, incidents, inspections, passenger misconduct, mileage logs, student counts, routing information, etc.) to document activities, providing written reference to convey information and/or to comply with established guidelines.
- Administer immediate first aid in necessary situations by providing health care services to students in accordance with established procedures as instructed by a health care professional and as assigned by the position.
- Maintain proper and appropriate licensing and certification required to drive a school bus in the State of California.
- Communicate with Director of Transportation or appropriate designee in the case of mechanical failure, delays to the assigned schedule, or lateness.
- Attend department meetings, in-service training, workshops, etc. for gathering information required to perform job functions and maintaining certification and licenses.
- Conduct emergency evacuation drills to ensure efficiency of procedures and complying with mandated requirements.
- Perform necessary health care procedures to provide appropriate care for ill and/or medical fragile children.
- Perform other duties as assigned.

### EDUCATION AND EXPERIENCE REQUIREMENTS:

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

- Equivalent to the completion of twelfth grade.





Tehama County Department of Education  
Job Description  
Bus Driver

Official:   
Effective: 08/06/18

- Valid California Class A/B Driver's License.
- School Bus Certificate, passenger transportation endorsement.
- Valid First Aid Certification issued by an authorized agency.
- Clean driving record as evidenced by Department of Motor Vehicles printout.

KNOWLEDGE OF:

- Tehama County roads and freeways.
- Safe driving practices and techniques.
- Department operations and policies.
- California driving laws.

ABILITY TO:

- Drive transportation equipment safely and efficiently.
- Keep to assigned schedules and routes.
- Obey all traffic laws and observe all mandatory safety regulations for school buses.
- Exercise responsible leadership when on out-of-county school trips.
- Maintain appropriate level of student behavior while in transit.
- Perform appropriately in situations requiring tact and diplomacy.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative-working relationships with those contacted in the course of work.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 40 to 50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

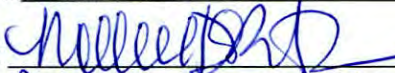
Salary and work year to be established by County Superintendent.

*HRS Office Use Only*

Created: July 29, 2009 Revised: August 6, 2018

**APPROVED**

Print Name: Noelle DeBortoli Title: Executive Director, Human Resource Services

Signature: 

Date: August 6, 2018