



**SJCOE**  
EDUCATE • INNOVATE • INSPIRE

## Job Description

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**POSITION TITLE:**

**Bus Driver (Temporary)**

**#4002**

**SALARY PLACEMENT:**

**Short-Term Employee Hourly Salary Schedule**

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**MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:**

Possess a High School diploma or equivalent. Possession of a valid Class B Commercial License, California School Bus Driver's Certificate issued through examination by the California Highway Patrol, a safe driving record which meets statutory, CHP, and SJCOE policy requirements, and a valid Medical Examiner's Certificate. Possess knowledge of the application of first aid practices and procedures.

**MINIMUM EXPERIENCE:**

Previous school bus driving experience.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Possess the ability to exercise good judgment and extreme caution while transporting students and teachers on field trips to various locations. Ability to choose the best route for the trip and make departure and arrival times as scheduled. Knowledge of how to service the bus with fuel, oil, and other necessary accessible fluids. Ability to clean bus windshield, windows, mirrors, and headlights; and maintain interior in clean and sanitary condition at all times. Ability to maintain order among students on the bus and encourages same while students are waiting at the bus stops. Follow policies regarding disciplining of children and contact with parents and others. Knowledge of California Highway Patrol regulations as they relate to driving a bus in all types of weather and road conditions including mountainous terrain, safe driving practices, and provisions of the California Vehicle Code and the Education Code applicable to the operation of vehicles in transporting students. Ability to pass required drug tests.

**SUMMARY OF POSITION:**

This position will transport students to and from a variety of sites, and will assure their safety while on the school bus.

**ESSENTIAL FUNCTIONS:**

Essential functions may include but are not limited to:

1. Maintain and enforce school district rules, regulations, and policies for the safety and security of students, staff, and property.
2. Transports passengers to various locations by reading, developing, and maintaining route maps along with mileage records.
3. Assures maintenance of bus in safe and clean operating condition; report needed mechanical repairs.
4. Prepare incident reports as necessary.
5. Communicate traffic and crossing rules to students and adults and assist when loading and unloading of passengers.
6. Participate in driver training programs to maintain current knowledge of California Motor Vehicle Code and Education Code as it applies to the operation of vehicles in the transportation of school children.
7. Maintain the required California Driver's License, School bus Driver's Certification, and other licenses or certificates which may be required for the transportation of school children.
8. Analyze and implement strategies in emergency situations.
9. Attend scheduled meetings and safety programs.

10. Report incidents which may affect the safety or well being of students and other passengers.
11. Develop and maintain positive, cooperative relationships with students, parents, staff, and the community.
12. Maintain confidentiality on job related matters.
13. Communicate effectively both orally and in writing.
14. Perform other related duties as required.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone or two-way radio.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to drive to and from various locations, including those in urban areas and mountainous terrain, be exposed to noise, dust, fumes, gases, and vibrations; and come in direct contact with SJCOE/District staff, parents, students and the public-at-large.

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