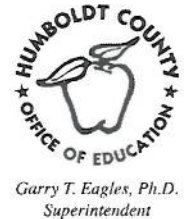


HUMBOLDT COUNTY OFFICE OF EDUCATION
Bus Driver



Job Summary

Under the general supervision of the Transportation Supervisor, transports students to and from school and extracurricular activities, using district school buses or transportation vehicles.

Examples of Duties

Drive a bus for regular or handicapped children; transport students between home and school and on extracurricular activities; clean and maintain exterior/interior of bus; assist in keeping of records on mileage, pupil counts, maintenance, and time. Maintain accurate and up-to-date route directions and route schedules on the department computer. Maintain good rapport with handicapped students who may have some communication difficulties, and supervise students riding the buses; assist physically handicapped students on and off the bus; inspect the bus daily to insure safe operating conditions; and make occasional minor emergency repairs. Perform minor vehicle maintenance such as, refilling fluid levels, Administer first aid in emergency situations. All bus drivers shall be required to systematically inspect school buses under their control and maintain a service log which shall be kept in the Transportation Office. At least once a day bus drivers shall submit a signed vehicle inspection report to the Transportation Supervisor indicating the condition of the buses under their control and recommend repairs needed to the bus; and other duties as assigned.

Employment Standards

Education and Experience

Graduation from high school or comparable demonstration of basic competence and be 18 years or older. Must have completed appropriate coursework for school bus driving certificate and must maintain and keep current on inservice training as required by law.

Mandatory Drug Testing

Employees employed in safety-sensitive positions, such as bus drivers, will be subject to random drug testing by law.

License

- A valid California Class B License with Passenger endorsement
- A valid California School Bus Driver Certificate
- A valid California Medical Certificate
- A valid First Aide Certificate and/or pass the CHP First Aid exam

Knowledge of:

- Vehicle laws;
- Rules and regulations pertaining to transportation of students;
- Safety and bus evacuation;
- Child abuse reporting.

Ability to:

- Drive a school bus and other transportation equipment safely and efficiently
- Lift and/or assist physically handicapped children if required;
- Follow written and oral instructions;
- Work effectively with young individuals;
- Learn basic sign language in order to communicate with deaf students;
- Must be capable of understanding the basic types of handicapping conditions of the students they transport;
- Learn local roadways;
- Adapt to changing work demands;
- Manage task priorities to meet deadlines;
- Work under varying degrees of stress;
- Establish and maintain effective working relationships with a variety of individuals and groups;
- Read and comprehend fine print such as schedules, spreadsheets, etc.;
- Communicate effectively via telephone, and in person.
- Lift and/or assist physically handicapped children if required.
- Physical agility to lift 25 pounds to shoulder height and 50 pounds to waist height.

Range 34

Personnel Commission Approved: 2/3/2009

Updated to range 34 from 32 per CSEA negotiations 7/1/2014