



## JOB DESCRIPTION

TULARE JOINT UNION HIGH SCHOOL DISTRICT  
426 North Blackstone, Tulare, CA 93274



### Bus Driver/Trainer

Revised 7/11

#### DEFINITION

Under the general supervision of the Director of Transportation, operates a school bus over designated routes to transport student; organize and conduct instruction and behind-the-wheel training and refresher training for District bus drivers. To perform duties of a bus driver related to special assigned schedules and other related work as required.

#### EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

##### Bus Driver

- Drives a bus on a daily basis over designated routes picking up and discharging students in accordance with specified time schedules. E
- Transport students and staff on special trips to various locations within the state. E
- Maintain order among students while on the bus and while at bus stops. E
- Follow specified start up and shut down procedures before and after each run. E
- Maintain bus cleanliness in accordance with district guidelines. E
- Prepare log and reports as directed. E
- May be included on the trip assignment rotation list(s) at the discretion of the Director of Transportation .E
- Determine appropriate action in potential or real medical emergency situations according to established guidelines and administer first aid to passengers as needed. E
- Conduct required daily safety inspections of buses, inspecting interior, exterior and engine of the vehicles. E
- Report major mechanical malfunctions or other problems as required. E
- Maintain mileage, logs, time records, and related records. E
- Maintain required in-service hours needed and required by law to maintain current school bus drivers license. E
- Perform other duties as assigned.

##### Trainer

- Maintain current knowledge of driving, training and safety requirements. E
- Determine and provide instruction on appropriate action in potential or real medical emergency situations according to established guidelines and administer first aid to passengers as needed. E
- Attend safety meetings; driver education and safety programs as directed. E
- Maintain effective communications with co-workers, supervisor, and dispatcher. E
- Provide instruction and assist bus drivers in the performance of their duties; including safety meetings and driver education programs. E
- Evaluate driver knowledge, skills and performance standards related to efficiency, safety and legality. E
- Coordinate training activities with the Director of Transportation. E
- Assist in routine departmental functions as requested. E
- May investigate accidents, and may monitor performance of evacuation exercises if requested by Director of Transportation. E
- Conduct driver check-in to be sure all routes are covered, make fog calls to determine if conditions require a delay, check driver logs and mileage sheets to for accuracy, general record keeping, etc. E
- Provide bus driver training and instruction for drivers to maintain in-service and renewal training requirements. E
- Maintain driver training records in accordance with State requirements and district policies. E
- Perform other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Education**

High School Diploma

### **Experience**

Two years of successful experience as a School Bus Driver.  
Successful experience as a School Bus Driver Trainer desired.

### **Licenses and Other Requirements**

DOJ and FBI fingerprint clearance  
Negative TB test within the last four years  
California School Bus Driver's License  
Unrestricted California Special Driver Certificate for school bus operation  
Basic First Aid Certification

## **KNOWLEDGE AND ABILITIES**

### **Knowledge of**

- Safe and defensive driving practices.
- Proper operations of a school bus.
- Applicable traffic and student transportation laws, codes, and regulations (Calif. Motor Vehicle Code and Education Code).
- State and local traffic laws and regulations.
- School district geography.
- Basic first aid procedures.
- Basic record keeping and report preparation techniques.
- Interpersonal skills using patience, tact, and courtesy.
- Health and safety regulations.
- Oral and written communication skills.

### **Ability to.**

1. Drive a school bus safely and efficiently.
2. Maintain a safe discipline level among passengers.
3. Observe and report safety hazards and need for maintenance and repairs.
4. Read and navigate from visual and written maps.
5. Learn and apply District policies and procedures related to student discipline.
6. Observe legal and defensive driving practices.
7. Maintain bus in clean and proper working condition.
8. Conduct safety inspections and perform routine preventive maintenance daily.
9. Administer first aid.
10. Maintain routine records.
11. Understand and follow oral and written directions.
12. Communicate effectively and professionally with others.
13. Meet schedules and time lines.
14. Operate a two-way radio and other communication equipment.
15. Handle situations with tact and diplomacy.
16. Work cooperatively with others.
17. Adjust to situations as necessary.
18. Supervise and motivate bus drivers.
19. Maintain cooperative relationships with those contacted in the course of work.
20. Relicense bus drivers when certificate expires.

21. Schedule and conduct effective instruction and behind-the-wheel training programs for bus drivers.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

### **Environment**

- Indoor/outdoor environment subject to changing temperatures exceeding 90 degrees at times.
- Direct contact with the public, students, and other District staff.
- May be exposed to heights, loud noises, fumes, dust, and other odors.
- Some assignments may require use of restraint procedures due to the nature and severity of the disabilities and/or assaultive or self abusive tendencies of pupils.
- May complete routes within tight deadlines and continuously changing priorities and interruptions.
- Work with moving vehicles and motorized wheelchair lifts and equipment.

### **Physical Demands**

- Sitting, standing, and walking for extended periods of time.
- Lifting, carrying, pushing, and pulling object(s) weighing up to 75 pounds.
- Continuous use of hands, fingers, and wrists repetitively.
- Using both hands and legs simultaneously.
- Repeated stooping, bending, and kneeling.
- Occasional pushing, pulling, and maintaining balance.
- Reaching over head.
- Rapid mental/muscular coordination.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Accurate depth perception.
- Clarity of vision at varying distances to see small details and have color vision/distinguish shades.
- Operate mobile motorized equipment.
- Drive a vehicle to conduct work.

### **Hazards**

- Working with tools, and powered machinery.
- Possible contact with blood borne pathogens and /or bodily fluids.