

## SONORA UNION HIGH SCHOOL DISTRICT

### SPECIAL NEEDS SCHOOL BUS DRIVER

#### DEFINITION

Operates a school bus over designated rural, mountainous routes in transporting students safely and efficiently to and from special events without designated routes.

#### CLASS CHARACTERISTICS

Positions in this class perform school bus driving duties and are expected to make decisions pertaining to the safety of student riders relevant to road and climate conditions affecting safety. Cooperative route changes may be made by incumbents in order to maximize the efficiency of remote area coverage.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES *Other duties may be assigned.*

- Drives a bus as assigned over designated rural and mountainous routes in accordance with time schedules, picking up and/or discharging students
- Loads, unloads, and secures wheelchairs
- Secures special needs students in car seats
- Stops traffic as necessary to escort students safely across streets
- Changes tire chains as may be necessary to maintain traction on ice and snow covered roads
- Transports students, faculty and parents on field trips to special events, meeting scheduled times
- Maintains buses and other vehicles in a clean and safe condition
- Maintains good order among students on the buses and while waiting at the bus stops
- Follows district policies regarding the disciplining of students
- Instructs students in various aspects of passenger and pedestrian safety
- Conducts bus evacuation training
- Provides special care and assistance as appropriate if passengers are handicapped
- Keeps records of the operation of assigned vehicles as required by the District
- Completes daily reports on the operating condition and/or defects of an assigned bus
- Conducts daily safety inspections of assigned bus before beginning the route
- Checks oil, fluid levels and safety equipment
- Attends retraining and driver's skills improvement sessions as assigned
- Administers first aid and CPR to students if necessary
- Maintains current knowledge of federal, state, city and District regulations applicable to the position
- May perform driver training duties

#### LICENSE REQUIRED

- Valid California Driver's License
- Successful completion of the Driving and First Aid examinations for school bus driver
- Possession of a valid California School Bus Driver's Certificate
- Valid California Class "B" Driver's License, Passenger Endorsement
- Valid School Bus Driver Medical Certificate

## **GENERAL QUALIFICATIONS**

Knowledge of:

- Provisions of the California Motor Vehicle Code, the Education Code, and current city and District regulations applicable to the operation of vehicles in the transportation of students
- Roads in the school district and surrounding area
- Basic automotive mechanics
- First aid and CPR
- Appropriate safety precautions and procedures

Ability to:

- Maintain close relationships with parents and students
- Understand and attend to special needs students
- Drive buses and vehicles of various sizes safely, observing legal and defensive driving techniques
- Maintain simple records
- Pass a physical examination as prescribed by the state
- Read a map
- Understand and carry out oral and written instruction
- Establish and maintain working relationships with students, staff, subordinates, and supervisory employees
- Perform duties with awareness of all District requirements and Board policies
- Meet deadlines with severe time constraints
- Make decisions regarding when to chain the bus (not always posted)

## **TRAINING AND EXPERIENCE**

Any combination of training, education and experience which demonstrates an ability to perform the duties of the position such as experience in school bus driving and completion of required training in school bus driving.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

Physical Demands:

- Lifting/pushing/pulling normally does not exceed 60 pounds and may occasionally lift/push/pull in excess of 100 pounds with assistance
- Mobility to stand, stoop, reach, bend and twist while performing duties of this job
- Work which regularly requires sitting for prolonged periods

Other Conditions:

- May be required to work in inclement weather without effective protection from cold, ice and snow
- Vision (which may be corrected) at or better than 20-40
- Consistent and regular attendance is essential
- The noise level in the work environment is usually loud and occasionally very loud
- Random drug testing shall be required
- Employee is continuously required to drive on the job

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.*

Board Approved: April 20, 1999

Revised: January 6, 2015