

## **SAN JOSE UNIFIED SCHOOL DISTRICT**

### **I. Title Bus Driver**

### **II. Definition**

Under general supervision, to operate a school bus over designated routes to transport school children; to assist in school building and grounds maintenance when not engaged in driving a bus; and to do related work consistent with the job description .

### **III. Examples of Duties**

Drives a bus daily over designated routes in accordance with time schedules; transports children; escorts children across street, stopping traffic when necessary; transports students and teachers on field trips to various locations, choosing the best route and making departure and arrival time as scheduled; services buses with gas and oil and checks tires and battery; washes bus and cleans interior and assists in maintaining bus in safe operating condition; maintains order among students on the bus (following District policies regarding the discipline of children) and keeps records of mileage, fuel and oil, and prepares reports of driving hazards and incidents; may be assigned additional duties between driving shifts and when school is not in session by the Operations Department.

### **IV. Distinguishing Characteristics**

Not applicable.

### **V. Employment Standards**

#### **A. Knowledge of:**

Safe driving practices;

Provisions of the California Motor Vehicle Code and the Education Code applicable to the operation of vehicles in transporting school children.

**B. Ability to:**

Operate a school bus exercising good judgment and extreme caution;

Maintain order among students on a school bus;

Perform possible emergency first-aid care and summon aid;

Learn a designated bus route, bus stops, and district traffic hazards;

Relate to students in a warm and caring manner;

Understand and carry out oral and written instructions;

Meet the public tactfully and courteously and establish and maintain cooperative and effective working relationships;

Learn the basic tools, materials and equipment of custodial and ground maintenance work.

**C. Education/Training/Experience:**

Completion of the 10th grade or equivalent.

No experience required.

**D. Licenses/Certificates:**

Possession of a valid California Class II license, School Bus Driver's Certificate, and First-Aid Certificate.

Date July, 1985/July 1, 2008 revised range (Board approved 6/5/08)

Range 24

Position Code BUD

JBD:cf/sgl