

AMADOR COUNTY OFFICE OF EDUCATION

BUS/CAR/VAN DRIVER

DEFINITION

Under general supervision, to operate a school bus, car and van, as assigned, over designated rural, mountainous routes in transporting students safely and efficiently to and from school; to drive students to and from special events without designated routes; and to perform related work as required.

CLASS CHARACTERISTICS

Positions in this class perform school bus/car/van driving duties over mountainous terrain and under extremes of weather. Incumbents are expected to make decisions pertaining to the safety of student riders relevant to road and climate conditions affecting safety. Fitting and removing bus/car/van tire chains weighing approximately 30 to 80 pounds is expected of incumbents. Cooperative route changes may be made by incumbents in order to maximize the efficiency of remote area coverage. Cooperative changes in routes may be accomplished to cover incumbent absences.

EXAMPLES OF DUTIES

- Drives a bus, car or van, as assigned, daily or as assigned over designated rural and mountainous routes in accordance with time schedules, picking up and/or discharging students;
- 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 departure and arrival times as scheduled;
- Maintains buses/cars/vans and other vehicles in a clean and safe condition, such as cleaning, sweeping and washing buses/cars/vans and minor seat repairs;
- Maintains good order among students on the buses/cars/vans and while waiting at the bus/car/van stops;
- Follows Office of Education policies regarding the disciplining of students;
- Fuels vehicles;
- Checks oil, fluid levels and safety equipment;
- May leave bus/car/van at end of route, connecting engine warming cables, securing bus/car/van and/or driving COE vehicle to COE or to home;
- Instructs students in various aspects of passenger and pedestrian safety;
- Maintains behavioral control among students on the buses/cars/vans and while transferring students;
- Provides special care and assistance as appropriate which may include lifting and setting special seats and harnesses to secure children;
- Conducts bus/car/van evacuation training;
- If passengers are handicapped, provides special care and assistance as appropriate;
- Provides non-routine specialized health care needs which do not require a health/instructional aide; i.e., administration of epi pen (bee sting) and monitorization of reaction and anaphylactic reaction procedure, hyper or hypoglycerine care for a diabetic (i.e. administration of juice or sugar substitute), assisting when a student has a seizure. Training will be provided;

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- Keeps records of the operation of assigned vehicles as required by the COE;
- Completes daily reports on the operating condition and/or defects of an assigned bus/car/van;
- Conducts daily safety inspections of assigned bus/car/van before beginning the route;
- Attends retraining and driver's skills improvement sessions as assigned;
- Administers first aid to students;
- Maintains current knowledge of federal, state, city and COE regulations applicable to the position;
- May perform driver training duties;
- Performs related work as required.

LICENSE REQUIRED

Possession of a valid and appropriate California Driver's License;
Successful completion of the Driving and First Aid examinations for school bus drivers given by the California Highway Patrol;
Possession of valid California School Bus Driver's Certificate without restrictions, other than restriction to driving vehicles with automatic transmissions.

CERTIFICATIONS REQUIRED:

EMSA CPR and First Aid Certifications

QUALIFICATIONS

Knowledge of:

Provisions of the California Motor Vehicle Code, the California Education Code, and current city and COE regulations applicable to the operation of vehicles in transporting students and faculty;
Operation of a bus, car and van;
Basic first aid;
Basic bus/car/van maintenance procedures;
Simple record keeping;
Appropriate safety precautions and procedures.

Ability to:

Maintain vehicles in a clean and safe condition;
Maintain simple records;
Monitor and control student passengers' behavior
Perform first aid, as needed;
Operate a vehicle observing legal and defensive driving practices;
Understand and carry out oral and written instructions;
Establish and maintain effective working relationships with those contacted in the course of work.

TRAINING, EDUCATION AND EXPERIENCE

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A

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typical qualifying entrance background is not less than 40 hours of behind-the-wheel experience as a school bus driver;

and

High school diploma or equivalent;

and

Completion of coursework as described above.

PHYSICAL DEMANDS AND WORKING CONDITIONS

This position requires the prospective employee to pass a pre-employment physical.

Physical Requirements:

1. Employee lifts/carries 65 pounds occasionally (less than 33% of the time).
2. Employee lifts/carries 15 pounds frequently (34-66% of the time).
3. Employee lifts/carries 5 pounds constantly (67-100% of the time).
4. Employee's position requires pushing a maximum force of 67.2 pounds on objects.
5. Employee's position requires pulling a maximum force of 80 pounds on objects.

Mobility:

Positions in this class require the mobility to stand, stoop, reach and bend.

Vision:

Positions in this class require vision (which may be corrected) to read small print.

Other Conditions:

Incumbents are required to put on or take off tire chains in inclement weather without effective protection from sun, cold and rain.

SALARY LEVEL

Range 42 of the ACOE Classified Salary Schedule.