



***Fort Sage Unified School District***

*100 D.S. Hall Street*

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*Dr. Keith Tomes, Superintendent*

*Michelle Beckett, Executive Secretary*

**FORT SAGE JOINT UNIFIED SCHOOL DISTRICT  
BUS DRIVER**

**RANGE E**  
183 days

**JOB SUMMARY**

Under general supervision of the Superintendent/Principal, to perform skilled work in the operation of a school bus to transport students, to operate equipment along a designated route, and to do related work as required.

**REQUIRED QUALIFICATIONS**

License

Possession of or ability to acquire a valid California driver's license of the appropriate class to drive a school bus; possession of a valid certificate issued by the Department of Motor Vehicles to permit the operation of school buses; possession of a valid Medical Certificate Form DL 51-A; possession of first aid qualifications comparable to a basic Red Cross First Aid Certificate, or be eligible for a school bus operator's permit by the California Highway Patrol.

Knowledge of:

Local geography roadway systems and special driving problems and techniques caused by frequent inclement weather; safe driving practices; California Motor Vehicle code and special California Education Code requirements for operating school buses and transporting students; techniques of administering basic first aid; basic CPR.

Ability to:

Operate a complex motor vehicle (a school bus) in a safe manner during hazardous weather conditions and at all times; perform minor non-mechanical repairs to automotive vehicles; think quickly and respond to emergency situations in a calm and effective manner; maintain cooperative relationships with parents, students, principals, teachers and others contacted in the course of work; maintain discipline and order among students.

Education:

Ability to obtain and maintain a Class B operator's license is required.

Completion of formal and informal training sufficient to assure the ability to read and write at a level sufficient to assure satisfactory job performance.

## **EXAMPLE OF DUTIES**

Transports students in a safe and courteous manner maintaining a predetermined route, in accordance with time schedule; maintains proper order and discipline among students riding the bus; performs driving assignments for special events such a field trip and athletic events.

Inspects buses in accordance with pre-determined safety inspection requirements; may be required to perform minor maintenance of non-mechanical areas as well as general mechanical upkeep; reports needed repairs and maintenance items to supervisor. Installs tire chains when necessary. Administers emergency first aid to students as required until competent medical help can be obtained. Cleans, sweeps and washes buses; maintains records of driving activities.

When not required to perform bus driving and related duties, may be assigned to other routine work to provide minor bus service and maintenance, custodial, maintenance, clerical and warehousing assistance as well as carrier services.

Must complete ten (10) hours of recertification training every year.

Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements.

1. Seldom = Less than 25%
2. Occasional = 25 - 50%
3. Often = 51 - 75%
4. Very Frequent = 76%

- 4 Ability to work at a desk, conference table or in meetings of various configurations.
- 2 Ability to stand for extended periods of time.
- 4 Ability to see for purposes of reading printed matter and observing students.
- 4 Ability to hear and understand speech at normal levels.
- 4 Ability to communicate so others will be able to clearly understand normal conversation.
- 3 Ability to bend and twist, stoops, kneels, run and crawl.
- 3 Ability to lift 50 pounds.
- 3 Ability to carry 25 pounds.
- 4 Ability to operate office equipment.
- 4 Ability to reach in all directions.

## **OTHER RELATED FUNCTIONS OF THIS POSITION**

Other related duties as assigned.