

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Relief Bus Driver	REPORTS TO:	Director, Transportation
DEPARTMENT:	Transportation	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	School Days Only - 12 Months
BOARD APPROVAL:	July 29, 2009	SALARY:	N-35/Operations Salary Schedule (Safe Driving Incentive Award/Senior Bus Driver)

BASIC FUNCTION:

Under general direction of an assigned supervisor, relieve other bus drivers as necessary and operate a school bus or transportation vehicle over designated routes within an established time schedule as needed; transport students to and from school and on special event trips to meet the needs of students, staff, and sites; assist in the adjustment and alignment of bus stops within route areas.

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Relieve bus drivers as necessary and operate a school bus or transportation vehicle over designated routes within an established time schedule as needed. *E*

Transport students to and from school, athletic events and field trips in a reasonable, timely manner to meet the needs of the students and site; load and unload students safely at designated stops for the safety and protection of the students. *E*

Maintain the bus in a clean and orderly condition to meet the needs of students and staff; inspect and report mechanical defects or malfunctions to provide a safe transportation environment for students; sweep, clean, wash, and refuel buses including adding engine oil and water fluids. *E*

Maintain appropriate student behavior on bus; contact appropriate personnel concerning transportation problems and concerns in a reasonable, timely manner to provide high quality services to students and staff. *E*

Prepare and maintain daily transportation activity records, including number of students transported, mileage, type of trips, stand by time, and record route issues. *E*

Assist children with special needs as assigned; load and secure wheel chairs and medical equipment to meet the needs of students and families.

Assist in the adjustment and alignment of bus stops and existing route. *E*

Assist in dispatching activities for field trips; assist in general bus shop maintenance activities as assigned.

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years experience in the operation of a Type I school bus.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class B driver's license with passenger endorsement; California Medical Certificate; California Special Driver's Certificate for Type I school bus with no restrictions. Incumbents are required to maintain a sufficient number of training hours as prescribed by law and required to obtain maximum proficiency certification in all types of school bus equipment within 6 months of hire.

Senior Bus Driver: District permanent employees who, while serving in the position of bus driver or relief bus driver, have operated a District bus for 20 consecutive years and receive the Blackwell Memorial Award will be upgraded to the position of Senior Driver. Employees who qualify for this honor and are upgraded to Senior Driver will no longer be eligible for the District safe driving award.

Special assignment:

Bus Driver Trainer Delegate – if selected as a delegate, out-of-class differential will be paid based on Trainer-Bus Driver supervisory position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Safe driving practices and techniques.

Traffic laws and rules of the road.

Basic first aid procedures and methods.

Safety and maintenance requirements of bus equipment.

Provisions of the California Motor Vehicle Code and Title XIII applicable to the operation of vehicles in the transportation of school children.

Interpersonal skills using tact, patience and courtesy

District goals.

ABILITY TO:

Drive a school bus along designated routes safely and efficiently.

Maintain appropriate student behavior on a school bus or other transportation equipment.

Operate different types of school buses or vehicles in the Transportation Department in adverse weather conditions.

Learn related software programs pertaining to current position.

Meet schedules and time lines.

Analyze situations accurately and adopt an effective course of action.

Read and write at a level appropriate to the duties of the position and follow both oral and written directions effectively in English.

Maintain cooperative working relationships and communicate with a diverse range of people using patience and courtesy.

Apply integrity and trustworthiness in all situations.

Actively participate in meeting District goals.

WORKING CONDITIONS:

ENVIRONMENT:

School bus environment; driving in various road and weather conditions; exposure to noise, dust and fumes from vehicle and equipment; contact with dissatisfied individuals; adverse weather; traffic hazards when stopping traffic and escorting students across streets.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, lift, carry, push, and pull heavy objects; sitting for extended periods of time when operating a transportation vehicle; walking and stepping up/down or standing for extended periods of time; bending at the waist; hearing and speaking to exchange information.

Fresno Unified School District is an Equal Opportunity/Affirmative Action Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E= Essential Functions

APPROVALS:

Kim Mecum, Associate Superintendent
Division of Human Resources

Date

Michael E. Hanson
Superintendent

Date

ReliefBusDrvr.MEY 7/29/09