



## Fremont Unified School District Classified Job Description

### BUS DRIVER 1

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position and are not intended to reflect all duties performed within the job.

#### **Summary:**

Under general supervision, the Bus Driver 1 reports directly to the Supervisor, Transportation to safely operate a Type 2 school bus over designated routes to transport special needs students; to assist in the general cleaning and servicing of school buses; and to do related work as required.

#### **Essential Functions:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Depending on the assignment, duties may include but are not limited to the following:

- Drives a Type 2 school bus daily, or as assigned, over designated routes.
- Picks up and discharges school children in accordance with time schedules and with due regard for safety and compliance with state regulations.
- Escorts children across streets when necessary, and maintains records of such students.
- Follows District policies regarding establishing and maintaining daily record of assigned route, bus operation and lists of student passengers; route times and miles.
- Transports students and teachers on field trips to various locations.
- Conducts school bus pre-trip inspections as required by current California law and regulation, prior to operation of the bus in the transportation of students; completes daily reports on the inspection, condition and operation of the bus and records and reports any mechanical or other defects to the appropriate personnel.
- Keeps bus interior clean.
- Maintains good order and discipline among the passengers.
- Follows District best practices and policies regarding pupil management and contact with parents and citizens in the execution of the duties.
- Performs minor first aid when needed.
- Conducts periodic emergency evacuation and safety orientation drills for students and teachers.
- Drives special needs students door to door, performs additional functions which may include providing personal mobility assistance for students boarding the bus, installation of car seats, securing students in car seats and securing students in seat belts and securement devices and securing wheelchairs.

#### **Qualifications:**

##### **Knowledge of:**

- Safe work practices including OSHA regulations, as they relate to the position;
- Provisions of the California Motor Vehicle Code, California Highway Patrol Regulations, and Education Code applicable to the operation of vehicles in the transportation of school children;
- Basic first aid procedures and practices.

**Ability to:**

- Safely operate a Type 2 school bus exercising good judgment and extreme caution;
- Maintain order among children on a school bus;
- Identify workplace hazards and/or unsafe conditions and take appropriate, reasonable action to correct same;
- Read and write English at a level sufficient to successfully perform the duties associated with the position;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships with those contacted in the course of work.

**Education:**

Equivalent to completion of high school.

**Experience:**

Three years of driving experience.

**Physical Demands and Working Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to loud noise levels; fumes or airborne particles; noxious odors; vibrations from driving a bus; and traffic. The employee is occasionally exposed to moving mechanical parts and outside weather conditions. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; use foot controls to drive; reach with hands and arms; climb; bend, stoop, and kneel; and talk or hear. The employee must be physically able to perform and demonstrate emergency evacuation procedures. This includes the pushing/pulling of up to 50 pounds. In addition have the ability to use emergency exits at any location on the bus. Specific vision abilities required by this job include close vision, distance vision, night/dusk vision, color vision, and peripheral vision.

**Licenses and Certificates:**

Possession of a valid and appropriate California Commercial Driver's License with passenger endorsement; a current Department of Transportation Medical Examiners Certificate {DL-51}; California Special Driver's Certificate – School Bus; a driving record with no chargeable accidents in any vehicle within three years immediately preceding the date of selection; a driving record with zero points in the past three years.

**Other Conditions of Employment:**

In accordance with California law and the Education Code, position incumbents must maintain a conviction free Dept. of Justice background record which is relevant to the position.

In accordance with Federal and State laws and regulations and District policy, position incumbents must meet all requirements of periodic physical examinations and current Federal Department of Transportation mandated and random drug and alcohol testing programs.

**Bus Driver in Training:**

FUSD, in an effort to train potential school bus drivers, offers a training program for candidates interested in pursuing a career as a school bus driver 1. To be eligible for participation, candidates must obtain a Class B California driver's license with a passenger endorsement. Upon successful completion of the training, and upon attainment of all the required licenses, endorsements and certificates, candidates are then eligible for appointment to the position of Substitute Bus Driver until such time that a regular Bus Driver 1 position opening occurs.

**Non-Discrimination in Employment:**

The Fremont Unified School District Governing Board prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender or sexual orientation at any district site and/or activity. The Board also prohibits retaliation against any district employee or job applicant who complains, testifies or in any way participates in the district's complaint procedures instituted pursuant to this policy.

Fremont Unified School District is part of a culturally and linguistically rich community. Culturally responsive employees are encouraged to apply. Our policies embrace a discrimination and harassment free environment.

Salary Range: 59

**N: 12/68 R: 03/80, R: 11/85, R: 11/91 R: 10/98 R: 7/13**  
**R: 3/16**