CHICO UNIFIED SCHOOL DISTRICT
SCHOOL BUS DRIVER/UTILITY WORKER

**DEFINITION**
This classification is designated as a “Roving Position” that will be utilized for any of the essential functions and requirements included in the School Bus Driver-Type 1 or -Type 2 job descriptions. Under general supervision, to drive a school bus over designated routes for the purpose of transporting students, including special education students and others, to and from school, program sites, and on special trips. To perform light maintenance duties on school buses as required for maintenance support. The position requires flexible work hours to accommodate daily assignments.

**SUPERVISION EXERCISED** - Exercises no supervision.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**
- Operate a school bus within prescribed route(s) in accordance with the time schedules; pick up and discharge students at designated stops.
- Transport students, teachers and non-students on special trips to various locations; plan necessary route(s) and stops as needed; load and unload luggage and gear in storage areas of the bus.
- Transport special education students; escort and assist students on and off school bus and across streets when necessary; secure seatbelts and wheelchair devices; operate wheelchair lifts.
- Maintain records and prepare reports as necessary; maintain student lists and check bus passes.
- Obey and follow all student transportation rules and regulations as outlined by the District, Department of Motor Vehicles and the California Highway Patrol.
- Recognize problems that may interfere with the welfare of students and implement appropriate solutions; maintain order and proper discipline of student passengers according to policy; instruct students on safety regulations and policies related to passenger conduct; ensure safety of passengers.
- Check for and report actual and potential safety, emergency, health, or fire hazards to appropriate administrators.
- Evacuate the vehicle in a safe and timely manner when necessary; conduct periodic evacuation drills as required by law.
- Administer First Aid and CPR as authorized under current standard certification as necessary.
- Complete records to be submitted to the California Energy Commission.
- Conduct daily safety and operations inspection of assigned vehicle; recognize malfunctions in equipment and take appropriate action; report needed mechanical repair when necessary.
- Perform routine servicing of bus, including fueling, checking oil, water and power steering fluid levels and cleaning the bus interior; repair seats using a bonding kit for minor repairs and replace seat covers as needed; clean the exterior of the bus, including steam cleaning, washing and polishing the school bus.
- Assist in performing routine maintenance duties and other related maintenances tasks using hand and power tools as needed.
- Perform minor repairs to seats and equipment.
- Pick up paper and other refuse and debris on grounds.
- Respond to requests and inquiries from parents, staff, students and the general public.
- Attend and participate in staff meetings and in-service activities; attend workshops, conferences and classes to increase professional knowledge, including in the areas of safety, first aid and related matters, as well as to maintain current knowledge of the California Motor Vehicle Code and the Education Code as they apply to the operation of vehicles in the transportation of school children.
- Perform related duties and responsibilities as assigned.
JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:
- Occupational hazards and standard safety practices necessary in the area of student transportation.
- Laws, rules and regulations pertaining to school bus operations and pupil transportation, including appropriate California State Motor Vehicle Code and the Education Code.
- First aid principles and practices.
- Basic principles and procedures of record keeping.
- Basic mathematical principles.
- Safe driving principles and practices.
- Basic techniques to motivate students and manage student behavior.
- Techniques used in public relations.

Skill to:
- Operate a school bus/motor vehicle safely.
- Operate equipment used in school bus servicing and maintenance.
- Install and remove tire chains.
- Read and interpret a map.
- Operate a wide variety of equipment and tools in a safe and effective manner.
- Administer First Aid and CPR as authorized under current certification.

Ability to:
- Maintain order and discipline on a school bus.
- Maintain simple records.
- Work independently in the absence of or under limited supervision within a framework of well-defined policies and procedures.
- Understand and follow oral and written directions.
- Read, interpret, and follow rules, regulations, policies and procedures.
- Learn and correctly interpret and apply school and District rules, regulations, policies, procedures, laws, and codes pertaining to programs, functions, and student behavior & discipline; supervise and discipline students according to approved policies and procedures.
- Respond appropriately in emergency situations.
- Learn basic techniques of crisis intervention, crowd control, traffic control, and conflict resolution.
- Recognize problems that may interfere with the welfare of students and implement appropriate solutions.
- Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.
- Deal tactfully and effectively with students; demonstrate an understanding, patient, and receptive attitude toward students.
- Enlist the cooperation of students in the enforcement of rules and regulations.
- Deal constructively with conflict.
- Establish and implement consistent, firm, and appropriate limits.
- Communicate clearly and concisely, both orally and in writing.
- Work with students of varying degrees of physical and mental abilities.
- Work with a variety of equipment such as, but not limited to, wheelchairs, walkers, etc.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
- Understand, follow, and maintain work schedules to ensure work is completed on time.
- Perform light to moderate manual labor; learn to perform minor repairs.
Experience and Training Guidelines:
Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

**Experience:**
- Two years of experience in the operation of a motor vehicle. Experience driving a school bus is highly desirable.
- Must be at least 25 years of age.
- Some experience in the care and supervision of students.

**Training:**
- The ability to read and write at a level necessary for successful job performance.
- Successful completion of classroom instruction related to skills and safety requirements for driving a school bus and successful completion of instruction operating a school bus.
- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

**License or Certificate:**
- Meet/maintain the requirements for a valid California School Bus Driver's Certificate, with acceptable restrictions, with first aid training and DMV Medical Examiner’s Certificate. Acceptable restrictions are “automatic transmission only” and “first aid test waived, must comply with 12522(c) of the Vehicle Code.”
- Possess an appropriate, valid commercial driver's license.
- Possess First Aid and CPR certification.

**Special Requirements:**
*Essential duties require the following physical skills and work environment:*
- Please refer to the Job Analysis for School Bus Driver.