

## SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: SCHOOL BUS DRIVER

### BASIC FUNCTION:

Under the direction of the Manager, Transportation, drive a school bus to transport special education students safely and efficiently to assigned locations along ~~designated~~ routes.

### REPRESENTATIVE DUTIES:

#### ESSENTIAL DUTIES:

Drive a school bus along designated routes; pick up and discharge special education students in accordance with established time lines; observe legal and defensive driving practices; assure ~~compliance~~ compliance with applicable traffic and student transportation laws, codes and regulations.

Maintain order and discipline among passengers on the bus and while waiting at bus stops in accordance with County Office policies related to disciplining students; ~~report~~ report behavior issues to appropriate personnel; assure student understanding of bus rules.

Transport students between home, school therapy, work sites, field trips and other assigned locations; assure safety of students; oversee the loading and unloading of physically and mentally handicapped students; assist students with crossing streets as needed.

Assure students are safely fastened into their seats; utilize and assist students with wheelchair lifts, tie downs, safety vests, wrist restraints, car seats and seat belts as necessary.

Monitor students with special health problems; determine appropriate action in emergency situations according to established guidelines; administer first aid and CPR to passengers as needed; request emergency assistance as necessary

Attend and participate in various mandated services and trainings as assigned.

Conduct school bus evacuation drills as directed.

**OTHER DUTIES:**

Perform related duties as assigned.

Valid California School Bus Driver Certificate.

Valid First Aid and CPR Certification issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:

School bus and outdoor environment.

Exposure to fumes, dust, odors, oil/grease and gases.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Sitting for extended periods of time while operating buses.

Hearing and speaking to exchange information.

Reaching, pulling and pushing to open bus doors and move wheel chairs.

Bending at the waist, kneeling or crouching to inspect and wash buses.

Climbing ladders or steps.

Reaching overhead, above the shoulders or horizontally.

Seeing to monitor passengers and operate a vehicle.

Lifting heavy children or objects as assigned by the position.

HAZARDS:

Traffic hazards.

Driving a vehicle during adverse weather conditions.

Fumes from chemical cleansers and bus operation.

Contact with dissatisfied or abusive students.