



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO. 22-2022/23  
DOCUMENT NO. 10-2022/23  
DATED 10/19/2022

**RELIEF BUS DRIVER**

**DEPARTMENT/SITE:** Transportation

**SALARY SCHEDULE:** Classified Bargaining Unit

**SALARY RANGE:** 30

**WORK CALENDAR:** 204 Days

**REPORTS TO:** Director of Transportation

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Director of Transportation, the Bus Driver provides support for the educational process with specific responsibilities for transporting students over scheduled regular and/or special needs bus routes to/from special excursions; ensures vehicle is in safe operating condition; ensures safety of students during transport, loading and unloading from buses. *The primary difference between this position and the Bus Driver classification is that the Relief Bus Driver does not have a regularly assigned route.* The incumbents in this classification provide the school community with student transportation services which directly support student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**

Positions in the Relief Bus Driver classification are distinguished from other classification in their assignment to safely transport students along designated routes, ensuring proper student behavior and vehicle safety. The primary difference between this classification and the Bus Driver classification is that the Relief Bus Driver does not have a regularly scheduled route.

The Bus Trainer/Dispatcher is responsible for planning and conducting training activities for prospective, substitute and current Bus Drivers that adhere to State requirements and performs the duties of a Dispatcher or Bus Driver as assigned.

The Transportation Dispatcher is responsible for planning, coordinating, dispatching, and overseeing assigned school bus fleet activities and performs the duties of a Bus Driver as assigned.

The Transportation Router is responsible for developing and maintaining computerized bus routes and schedules for District bus routes and performs the duties of a Bus Driver as assigned.

The Bus Driver is responsible for safely transporting students along designated routes, ensuring proper student behavior and vehicle safety.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Advises students and other passengers of appropriate behavior to reinforce established guidelines and maintain passenger safety.
- Administers first aid or emergency assistance as needed.

- Attends unit meetings, in-service training and workshops to gather information required to perform job functions.
- Cleans assigned vehicles, both interior and exterior to ensure safety, appearance, and sanitation of vehicles.
- Conducts emergency evacuation drills to ensure efficiency of procedures and comply with mandated requirements.
- Drives a school bus within prescribed routes in accordance with specified time schedules, regulations and laws related to student transportation, picking up and discharging students at designated stops.
- Escorts and assists students on and off vehicle and across streets or roadways, stopping traffic when necessary.
- Monitors students and other passengers during transit to ensure the safe transportation of all passengers; maintains order and proper discipline of student passengers according to District policy; instructs students on safety regulations and policies related to passenger conduct and evacuation procedures.
- Performs pre-trip and post-trip inspections (e.g., fluid levels, fuel, tire pressure, exterior condition) to ensure the safe operating condition of the vehicle and comply with mandated guidelines; reports needed mechanical repairs when necessary.
- Prepares reports (e.g., field trips reports, incident reports, inspections records, passenger misconduct, mileage logs, student counts, routing information) to document activities, provide written reference, convey information, and/or comply with established guidelines.
- Responds to inquiries from students, parents, and/or staff to provide the necessary information regarding transportation services.
- Transports students and teachers on field trips and special events to various locations, planning necessary routes and stops as needed.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- Proper operations of school buses and school transportation vehicles
  - Safe and defensive driving methods and techniques
  - All applicable provisions of the California Vehicle Code, California Code of Regulations, and Education Code relating to student transportation
  - Basic maintenance requirements
  - District geographic areas
  - Appropriate Health and Safety regulations, safety precautions and procedures
  - Standard first aid procedures
  - Proper lifting techniques
  - Basic record-keeping and report preparation techniques
  - Emergency evacuation techniques
- Utilization of wheelchairs, tie downs, child safety seats, lifts, etc. (by assignment)

### **Skills and Abilities to:**

- Adhere to safety practices; earn and observe legal and defensive driving practices
- Learn and follow designated routes
- Maintain a safe discipline level among passengers
- Conduct safety inspections and perform routine preventive maintenance
- Comprehend and follow equipment instructions for student assistive devices such as wheelchairs
- Assist in loading and unloading students with special needs

- Administer first aid
- Analyze situations to define issues and draw conclusions
- Apply pertinent codes, policies, regulations and/or laws
- Operate district vehicles, fire extinguisher, two-way radio and standard office equipment
- Prepare and maintain accurate records
- Work with a diversity of individuals and/or groups
- Create safe environment for students
- Understand and carry out oral and written instructions
- Work independently with little direction
- Make common sense decisions in potentially critical situations
- Communicate with diverse groups including school age riders; displaying tact and courtesy; establishing and maintaining effective working relationships
- Maintain an understanding of the special needs of students and their parents
- Maintain student confidentiality
- Work with constant distractions

### **RESPONSIBILITY:**

Responsibilities include working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

### **JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

### **EDUCATION REQUIRED:**

High School diploma or equivalent.

### **EXPERIENCE REQUIRED:**

Fully certified as School Bus Driver and possession of a safe driving record that complies with the restrictions set forth by California Vehicle Code. School Bus Drivers may be hired as substitute employees to gain experience before being considered for probationary route assignment.

### **LICENSE(S) REQUIRED:**

- Possession of a valid California Class A or B Commercial Driver's License with appropriate endorsements and remain insurable at the District's standard insurance market rate. Current DMV report.
- Valid California Special Driver's Certificate for School Bus
- U.S. Department of Transportation DL-51 Medical Examiner's Certificate
- Valid First Aid Certification (as required to maintain valid and current CA Special Driver's Certificate for School Bus)

### **CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)
  - Pre-employment physical exam F through District's provider at District's expense
  - Post-employment random drug screen testing, as currently required under DOT regulations, to maintain California Commercial Driver's License through District's provider at District's expense

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Work takes place indoor and outdoor, and requires sitting, standing or walking for extended periods of time.
- Lift or carry students or items up to 50 lbs.
- Physical abilities include stooping/crouching, reaching/handling, bending at the waist, kneeling, crawling or crouching to assist students and to retrieve and store materials
- Hearing and speaking to exchange information
- Visual acuity near/far to see streets, roadways, and traffic, and to supervise students
- Drives a school transportation vehicle