

MUSD

MANTECA UNIFIED SCHOOL DISTRICT

P.O. Box 32
Manteca, CA 95336

2271 West Louise Avenue, Manteca
(209) 825-3200

Job Description

No. 210.1

BUS OPERATOR

SUMMARY OF POSITION:

Under the direction of the Director of Transportation, safely operates a school bus over designated routes in accordance with time schedules to transport students to and from school. Assists in the loading and unloading of physically and mentally disabled students. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS-EDUCATION AND/OR TRAINING:

Equivalent to graduation from high school.

DESIRABLE EXPERIENCE:

Bus operating experience.

SKILLS AND ABILITIES:

1. Possesses knowledge and the ability to interpret laws, rules, and regulations pertaining to transportation of students.
2. Possesses knowledge of effective methods of student supervision and discipline.
3. Possesses knowledge of methods, practices and procedures used in required first aid and emergency situations.
4. Possesses knowledge of basic record keeping procedures.
5. Possesses knowledge of defensive driving practices and techniques.
6. Possesses knowledge of proper use of fire extinguishers.
7. Possesses knowledge of proper lifting techniques.
8. Possesses knowledge of the geography of the District.
9. Works safely and establishes a safe environment; reacts quickly in emergency situations to maximize student safety. Analyzes situations and takes appropriate action regarding routine/emergency procedural matters without immediate supervision.
10. Communicates effectively orally and in writing.
11. Works with students, District personnel, and general public in a pleasant and cooperative manner.
12. Understands and follows oral and written instructions and completes assignments in an independent manner.

13. Maintains professional confidentiality and works collaboratively with peers.
14. Understands and relates to students with special needs.

ESSENTIAL FUNCTIONS:

1. Drives various types of buses during all weather conditions within regulations prescribed by the California Highway Patrol.
2. Reads, develops, and maintains route maps.
3. Makes designated stops on a prescribed route in accordance with time schedules to pick up and discharge students.
4. Conducts safety inspections before each route and reports safety or maintenance problems to appropriate personnel.
5. Operates equipment including wheelchair lifts and clamps, seat belts, safety vests, and other adaptive equipment.
6. Supervises students and deals with disciplinary problems while bus is in operation and issues citations for continued disciplinary problems.
7. Performs minor maintenance work such as changing light bulbs and fuses.
8. Cleans bus daily and washes exterior periodically.
9. Fuels bus and adds motor oil and other fluids as necessary.
10. Instructs students in safe bus riding and evacuation procedures.
11. Complies with all laws, rules and regulations pertaining to the transportation of students.
12. Maintains records such as safety inspections performed and mileage traveled.
13. Operates a two-way radio.
14. Performs all the functions in the Trip Bus Operator job description.
15. Maintains regular and consistent attendance at work.

PHYSICAL REQUIREMENTS:

1. Stand, walk and bend over, kneel, crouch, reach overhead, grasp, push, and pull. Move, lift, and/or carry up to 50 pounds to waist level. Lift the combined weight of children (who weigh no more than 50 pounds) and their adaptive equipment.
2. Repetitive use of hands (i.e. fine manipulation, simple grasping, and power grasping).
3. Demonstrate normal depth perception.
4. Sitting for extended periods.
5. Dexterity of hands and fingers to operate a computer keyboard or typewriter, operate standard office equipment, and use a telephone.
6. See and read a computer screen and printed matter with or without vision aids.
7. Distinguish colors.
8. Read and understand rules and policies, labels, and instructions.
9. Verbal communications, including the ability to speak and hear at normal room levels and on the telephone.
10. Normal manual dexterity and eye-hand coordination required to operate power and motorized equipment using both hands.
11. Climb steps and ladders.

WORK ENVIRONMENT:

1. Work is performed in a school bus and in outdoor environments.
2. Exposure to dust, oils, and cleaning chemicals.
3. May work on ladders or scaffolding.
4. May work with exposure to moisture.
5. Some exposure to childhood and other diseases in a school environment.
6. May be required to work outside normal workdays and office hours to meet operational deadlines.

SPECIAL REQUIREMENTS:

1. Maintain valid California driver's license of the proper class to operate vehicles or combinations of vehicles to satisfy job requirements.
2. Possession of a valid Special Driver Certificate for operating a school bus issued by the California Department of Motor Vehicles.
3. Possession of a Medical Examiner's Certificate.
4. Maintain District-insurable driving record.