



CASTAIC UNION SCHOOL DISTRICT

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Fred Malcomb • Mayreen Burk • Stacy Dobbs • Laura Pearson • John Richard
President Clerk Member Member Member

CLASSIFIED EMPLOYMENT OPPORTUNITY

SCHOOL BUS DRIVER

Transportation

4.25 hours per day within 6:30 am to 4:00 pm

Salary: Range 16, Step 1 - \$16.69 per hour

OPENING DATE: January 7, 2020

CLOSING DATE: Open Until Filled

CLASS DEFINITION:

Under the direction of the Director of Administrative Services or District designee and the Senior Driver/Driver Trainer, the School Bus Driver transports children to and from school and designated field trips over assigned routes on regular and special schedules.

QUALIFICATIONS:

1. Must successfully complete a pre-employment medical examination and be free of communicable disease. Must meet the district and state standards for physical and mental health. Must successfully complete a medical examination as required by the DMV every two years.
2. Must meet insurance requirements and successfully complete written and performance tests for licensing as a school bus driver.
3. Must possess both of the following documents issued by the State Department of Motor Vehicles.
 - a. A valid California Commercial Driver's License with Passenger endorsement (BP License) and airbrake endorsement;
 - b. A California State School Bus Driver's Certificate.
4. Must have a safe driving record in compliance with the California Vehicle Code..
5. High school graduate or equivalent.
6. Must have knowledge of:
 - a. Safe driving practices;
 - b. Operation of a modern school bus and laws governing its use;
 - c. Regulations governing student transportation;
 - d. Minor bus maintenance based on the completion of the daily Vehicle Condition Report.

PERFORMANCE RESPONSIBILITIES:

1. Operates school bus over assigned routes on regular schedules and on special schedules as required. Adheres to assigned schedules.
2. Observes all traffic laws and mandatory safety regulations. Assumes particular responsibility for the safety of students being picked up or discharged at bus stops. Checks for approaching traffic in all directions and activates flashing red light system. Escorts all students in grade Pre-Kingergarten through 8 who need to cross a street or road.
3. Must participate in and complete required training to obtain and maintain qualifications as a California School Bus Driver; in necessary first aid practices; in the proper actions to be taken in the event of a school bus hijacking; and in the proper installation of mobile seating devices for students with disabilities.
4. Is subject to random drug and alcohol testing in accordance with District policy and the requirements of federal law.

5. Transports only assigned students. Picks up and discharges students only at assigned stops.
6. Exercises responsible, adult leadership; maintains orderly conduct of students while they are on the bus or being escorted across a street or road in accordance with District Policy; enforces regulations applicable to students on the bus; reports undisciplined students to proper authorities.
7. Ability to follow oral and written directions; promote staff and public relations.
8. Inspects bus daily before operation for safety hazards, mechanical defects, appropriate fluid levels and recommended tire pressures. Makes corrections within bus driver's capability. Reports to supervisor any defects which may render vehicle unsafe to operate.
9. Keeps bus clean. Sweeps and removes debris from inside of bus after daily operation and gets the exterior of bus washed as scheduled.
10. Performs other duties as assigned.

PHYSICAL DEMANDS AND WORKING CONDITIONS OF EMPLOYMENT:

Incorporated within one or more of the Performance Responsibilities of this job description are the following essential physical requirements.

- a. Ability to work independently, but around other people, students and various office conditions.
- b. Ability to work at a desk, conference table or in meetings of various configurations.
- c. Ability to sit and stand for extended periods of time.
- d. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter.
- e. Ability to hear and understand speech at normal levels.
- f. Ability to communicate so others will be able to clearly understand a normal conversation.
- g. Ability to bend and twist, sit, stoop, kneel, push, pull and crawl.
- h. Ability to lift 45 lbs.
- i. Ability to carry 45 lbs.
- j. Able to exhibit full range of motion for:
 - Shoulder external rotation and internal rotation
 - Shoulder abduction and adduction
 - Elbow flexion and extension
 - Shoulder extension and flexion
 - Back lateral flexion
 - Hip flexion and extension
 - Knee flexion and extension
- k. Ability to reach in all directions.
- l. Able to demonstrate manual dexterity necessary to operate a computer and other equipment in a safe and efficient manner.
- m. Ability to transport students.
- n. Ability to operate a vehicle safely in all types of weather conditions; to respond to emergencies.
- o. Ability to maintain scheduled departure and arrival times; to follow codes and emergency procedures without immediate access to supervisor.

Applications are available at www.castaicusd.com

In accordance with Public Law 99-603 (U.S. Immigration and Naturalization Service), we wish to give all applicants this preliminary advice: PL 99-603 requires that all employees hired after November 6, 1986, provide proof of work eligibility and, therefore, we are asking that applicants be prepared to provide appropriate documentation which establishes their right to work in this country. The Castaic Union School District does not discriminate on the basis of race, color, national origin, sex (including sexual harassment), handicap (or disability), or age in any of its policies, procedures, or practices. This non-discrimination regulation covers admission and access to, and treatment and employment in, the District's programs and activities. Inquiries regarding the equal opportunity policies, the filing of grievances, or to request a copy of the district's grievance procedures, may be directed to: Title IX (or sex equity) Coordinator and Section 504 (or disability) Coordinator, Steve Doyle, Superintendent, Castaic Union School District.