

GALT JOINT UNION SCHOOL DISTRICT

Job Title: Bus Driver

Description of Basic Responsibilities

To operate a school bus over designated routes for the purpose of transporting students.

Supervisor: Director of Transportation

Typical Duties

1. Drives a school bus over designated routes according to established daily time schedule.
2. Picks up and drops off students at appropriate and designated sites.
3. Escorts students across streets or roadways, stopping traffic as necessary.
4. Transports students and teachers on field trips to various destinations as assigned.
5. Using a prescribed check list, inspects vehicle to maintain safe operating condition and reports any defects, malfunctions, or repair needs of bus or equipment to Supervisor.
6. Recommends route/stop changes to Supervisor as necessary.
7. Cleans windshield, headlamps, tail and turn lamps, and mirrors daily; sweeps and cleans bus daily.
8. Attends scheduled safety meetings and programs as well periodic training workshops.
9. Maintains order and appropriate behavior among students on buses.
10. Reports incidents that affect the safety of students to Supervisor.
11. Follows District policies regarding student discipline and parent and general public contact as a District employee.
12. Cleans interior of bus completely, lifts and cleans under seats, dusts and washes seat backs, interior walls, windows and floors.
13. Maintains record of mileage driven and fills out required logs/reports on a daily basis.
14. Checks fuel status on bus and refuels as necessary.
15. Starts and warms up bus before beginning daily route.
16. Washes exterior of buses as necessary and assigned.
17. Performs other duties similar to the above in scope and function as required.

Employment Standards

Possession of currently valid Class B Driver's License, Air Brake Endorsement, Passenger Endorsement, California Special Certificate, First Aid Certificate, and Department of Transportation DL-51 (Medical) Certificate; plus all other legal requirements by law or regulation.

Approved by the Board on 01-23-95