

CITY OF IRWINDALE

BUS DRIVER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, operates a bus over designated routes for the purposes of transporting students to and from various school locations; maintains established schedule; ensures passenger safety; maintains swimming pool, fountain, and surrounding areas in a clean and orderly condition; and maintains swimming pool supplies and equipment.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Drives a bus daily over designated routes in accordance with time schedules; picks up and drops off students; drives for special events as necessary.
2. Transports students on day trips and special events to various locations, making departure and arrival times as scheduled.
3. Performs regular inspections of bus including pre-trip safety inspections following established check lists; checks tires, belts, oil, and water levels; cleans interior and exterior of buses as needed; takes buses in for maintenance as needed.
4. Reports problems or equipment malfunctions; reports incidents affecting the safety of passengers.
5. Attends scheduled safety meetings and safety programs.
6. Maintains daily records of bus operation.
7. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Safe and defense driving principles and practices.

Basic first aid principles and practices.

Operational characteristics, maintenance, and emergency repair principles related to assigned vehicles.

Vehicle inspection principles and practices.

Geography of the City.

Occupational hazards and standard safety practices.

Methods and techniques of public relations and customer service.

Basic principles and procedures of record keeping

Pertinent federal, state, and local codes, laws, and regulations including traffic and safety laws, ordinances, regulations, and rules applicable to the operation of vehicles in the transportation of passengers.

CITY OF IRWINDALE
Bus Driver (*Continued*)

Ability to:

Drive a bus safely and efficiently while keeping to well-established schedules.

Maintain order among students on a bus.

Recognize malfunctions in equipment and take appropriate action.

Maintain the assigned vehicle in clean and safe operating condition.

Observe all safety precautions and procedures.

Apply applicable state and local laws, codes, and regulations pertaining to transportation as well as administrative and departmental policies and procedures.

Respond tactfully, clearly, concisely, and appropriately to inquiries and requests from the public.

Work safely and adhere to principles of safety.

Work independently in the absence of supervision.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training related to the operation of passenger vehicles.

Experience:

One year of driving experience involving the transportation of passengers.

License or Certificate:

Possession of a valid Class B or Class A driver's license with a Passenger Endorsement.

Possession of a School Bus Certificate from CHP.

Possession of, or ability to obtain, certification in basic first aid and CPR.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Field environment; travel from site to site; extensive public contact; exposure to all types of weather and temperature conditions; noise, dust, fumes, noxious odors, and gases.

Physical: Primary functions require sufficient physical ability to operate a passenger bus for extended periods of time; push, pull, lift, and/or carry moderate amounts of weight; twist; climb steps; operate assigned vehicles.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.