

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION**

<b><i>POSITION TITLE: BUS DRIVER</i></b>
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**DEFINITION:** Under direction of the Transportation Foreman operates a school bus over designated routes in transporting school children, or on special trips as directed, and performs related duties as assigned.

**ESSENTIAL FUNCTIONS:** *Duties may include, but are not limited to the following:*

- Drive a school bus safely and efficiently as assigned over designated routes and in accordance with time schedules, picking up and discharging school children.
- Escort children across streets when necessary, stopping traffic as necessary.
- Transport children and teachers on field and activity trips to various locations, choosing the best route and keeping departure and arrival times as scheduled.
- Maintain a clean bus at all times.
- Follow all safety rules and regulations.
- Maintain order among the students on the bus and waiting at the bus stops.
- Follow district policies regarding the discipline of children.
- Maintain good relationships with parents and other citizens.
- Other duties as assigned.

**QUALIFICATIONS:**

**Knowledge of:**

- Safe driving practices.
- Provisions of the California Motor Vehicle Code applicable to the operations of vehicles in the transportation of school children.

**Ability to:**

- Drive a school bus safely and efficiently
- Maintain order among children on a school bus.
- Follow oral and written directions.
- Develop and maintain good working relations with those contacted in the course of the work.

**EDUCATION AND EXPERIENCE:**

- Any combination of experience and education that would provide the required knowledge and ability listed herein.
- One year of operation of a motor vehicle.
- Completion of the twelfth grade.

**POSITION TITLE: BUS DRIVER, *Continued***

**PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:**

**Ability to:**

- Sit for extended periods of time.
- Stand in one area for extended periods of time.
- Stand and walk for extended periods of time.
- Ascend and descend steps.
- See for the purpose of driving a school bus, reading bus schedules, procedures and for observing accuracy of reports and documents.
- Hear and understand speech at normal levels.
- Communicate so others will clearly understand normal conversation.
- Communicate using the telephone and radio.
- Push/pull, squat, turn, twist, bend, and stoop.
- Lift and carry 30 lbs.
- Reach in all directions.
- Think clearly and rationally to solve problems, make good judgments and decisions.
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position.

**WORKING CONDITIONS:**

School bus working environment subject to sitting for long periods of time, bending to clean the bus, crouching to check tires, climbing bus steps, push/pulling of shifting lever on the bus and reaching in all directions.

**LICENSE OR CERTIFICATE:**

- Possession of a valid California Driver's license.
- Valid California Class B license.
- School Bus Driver's certificate.
- Bi-yearly valid medical certificate.
- Valid CPR/First Aid Certification is desirable.

**NOTE:** This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.