



IRVINE UNIFIED SCHOOL DISTRICT

BUS DRIVER-ROUTER

DEFINITION:

Under the supervision of an assigned supervisor, prepares driving routes for bus drivers and safely drives a school bus or transportation vehicle over an assigned route in the transportation of students to and from school, field trips, athletic activities and other special trips as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Prepares detailed routing instructions following plans provided by the supervisor.
- Drives a school bus or transportation vehicle over an assigned route in accordance with a time schedule, as required.
- Transports students, staff and chaperons on field trips, athletic activities and other special trips as needed.
- Prepares daily reports of mileage, time and student loads.
- Maintains transportation vehicles in a clean and operating condition and performs related cleaning duties on a regular basis.
- Performs minor bus maintenance checks as assigned and reports maintenance needs to appropriate personnel; refuels bus.
- Determines appropriate action in emergency situations per established guidelines; administers first aid to passengers as needed.
- Transports other materials in District vehicles as assigned by the position.

QUALIFICATIONS GUIDE

Knowledge of:

- Safe and defensive driving practices.
- Proper operations of school buses.
- Provisions of the California Motor Vehicle Code and the Education Code applicable to the operation of vehicles in transporting school children.
- Basic first aid procedures.
- Geography of the school district.
- Basic record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- Oral and written communication skills.

Ability to:

- Prepare routing instruction following the plan provided by the supervisor.
- Establish and maintain cooperative and effective working relationships with others.
- Drive a school bus safely and efficiently.
- Learn and apply policies and procedures related to student discipline on buses.
- Maintain a safe discipline level among passengers.
- Observe legal and defensive driving practices.
- Learn and follow designated routes.
- Maintain bus in clean and proper working condition.
- Administer first aid.
- Maintain routine records.
- Understand and follow oral and written directions.
- Communicate effectively with others.
- Meet schedules and time lines.

EDUCATION/EXPERIENCE:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and

abilities listed above including two years experience in traffic and transportation work.

LICENSES AND OTHER REQUIREMENTS:

- Valid unrestricted State driver's license with appropriate passenger and air brake endorsements.
- Valid School Bus driver's certificate.
- Valid First Aid and CPR Certificate issued by an authorized agency.
- Valid medical certificate approved by the Department of Motor Vehicles or Federal Highway Administration of the Department of Transportation and the ability to qualify for District insurance coverage.

PHYSICAL DEMANDS:

The physical demands described here 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 the essential functions.

- Hearing and speaking to exchange information.
- Sitting, standing or walking for extended periods of time.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.
- Lifting, carrying, pushing or pulling moderately heavy objects up to 25 pounds.
- Reaching overhead, above shoulders and horizontally.

WORK ENVIRONMENT:

Indoor environment. School bus and outdoor environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Seasonal heat and cold or adverse weather conditions. Evening or variable hours. Exposure to fumes, dust, odors, oil/grease and gases. Driving a vehicle to conduct work. The noise level in the work environment is usually loud. Hazards include:

- Traffic hazards.

Previously Revised: 06/2017