

**PIERCE JOINT UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

JOB TITLE: PART TIME BUS DRIVER

SALARY LEVEL:	7	DIVISION:	Classified
DEPARTMENT:	School Site	LOCATION:	Bus Shed
REPORTS TO:	Transportation Supervisor		
APPROVED BY:	Board of Trustees	BOARD APPROVED:	

SUMMARY: Under the direct supervision of the Transportation Supervisor, the Part Time Bus Driver is responsible for the transportation of students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs related duties as assigned.
- Inspects bus daily according to list provided.
- Keep inside and outside of bus dusted and windows clean.
- Keep turn signals, blinker lights, stop light and windshield clean at all times.
- Students will not move around in the bus when it is in motion. They will also stay seated until the bus comes to a complete stop for unloading.
- Report any problems to the Transportation Supervisor.
- Do not let students off the bus other than at their scheduled stops unless they have a written consent form from the parent.
- In case of an accident, report it immediately to the Transportation Supervisor, regardless of how small it might seem. Also report any possible hazards encountered or any other problems that might arise.
- The driver will operate the school bus as prescribed by the state and local laws.
- To operate a school bus over designated routes and to do related work as required.

PIERCE JOINT UNIFIED SCHOOL DISTRICT

JOB TITLE: PART TIME BUS DRIVER

Page 2

- Transports students and teachers on field trips and sports events to various locations.
- Operate a school bus exercising good judgment and safety precautions.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: High school diploma or general education degree (GED): one year of related experience required; or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to students, co-workers, and other employees of the organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out basic or specific written or oral instructions. Ability to deal with problems involving a few known variables in routine situations.

CERTIFICATES, LICENSES, REGISTRATIONS: First aid/CPR certificates must be acquired during the employee's probationary period. California Driver's License (may be required by the first day of service). California Department of Motor Vehicles printout of the employee's driving record may be required. California Class III Drivers License.

OTHER SKILLS AND ABILITIES: Ability to interact with staff members, students, parents, and others in an open, friendly business-like manner.

PIERCE JOINT UNIFIED SCHOOL DISTRICT

JOB TITLE: PART TIME BUS DRIVER

Page 3

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.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to manipulate or feel objects, tools, or controls; and reach with hands and arms. The employee frequently is required to talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must regularly lift and/or move up to 10 pounds to a height of six feet, occasionally lift and/or move up to 50 pounds to a height of five feet, and rarely lift and/or move up to 60 pounds to a height of four feet. However, while lifting amounts above 60 pounds a partner must be used. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Pass a physical examination of such provided by PJUSD.

WORK 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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, extreme cold, extreme heat, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate.

EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL DUTIES OF THIS JOB