



**HEMET UNIFIED SCHOOL DISTRICT**  
1791 West Acacia Avenue – Hemet, CA 92545 (951) 765-5100

## **ADVANCED BUS DRIVER**

### **JOB SUMMARY**

Under general supervision by the Director of Transportation or designee, operate a school bus according to established routes and assigned time schedules in a safe and efficient manner; to transport students to and from school and on activity trips; and to work with school and transportation department personnel to resolve a variety of transportation-related problems. The Advanced Bus Driver shall possess additional and specific skills, training, and proficiency; may perform additional duties to that of a Bus Driver; and to perform other related duties as may be required.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

- Drive a school bus according to established routes and assigned time schedules;
- Mountain and snow proficient (or equivalent) as authorized and documented by appropriate Transportation personnel and must maintain all required proficiencies.
- Operate district vehicles in all types of traffic, all various road terrain types, and in all weather conditions throughout the State of California;
- Maintain bus proficiency for all categories;
- Assist with conducting bus driver vehicle proficiencies and complete the supporting documentation;
- May assist with temporarily driving and managing challenging home-to-school routes that need advanced driver attention;
- Perform overnight activity trips;
- Perform assigned mountain routes, including late runs, as may be required;
- Works independently;
- Load and unload students safely at designated stops;
- Escort students across streets or roadways when necessary;
- Adhere to policies and procedures in maintaining appropriate student behavior;
- May transport students, school site personnel and chaperones on various activity trips;
- Maintain bus in a clean and orderly condition, and inspect and report any mechanical defects or malfunctions;
- Attend training and in-service programs;
- Keep simple records such as a daily log of route miles traveled and pupils transported, and may make related reports to the Transportation Department office;
- Refuel, check oil level, water, tires, brakes, brake lights, gauges, electrical systems, warning lights and indicators, emergency fire extinguishers and reflectors, emergency exits and doors, wheelchair lifts;
- May suggest route and stop time changes;
- Exercise responsible leadership when on out-of-district school trips;
- Report all accidents and complete required reports;
- May perform other related work as may be required.

## **EMPLOYMENT STANDARDS**

### **KNOWLEDGE AND ABILITIES**

#### **Knowledge of:**

- Safe driving practices and techniques;
- Operation of various sized transportation vehicles and the laws governing their use;
- Basic safety checks and preventive maintenance requirements of vehicle equipment;
- Provisions of the California Motor Vehicle Code and Title 13 applicable to the operation of vehicles in the transportation of students.

**HEMET UNIFIED SCHOOL DISTRICT**  
**Advanced Bus Driver (Continued)**

**EMPLOYMENT STANDARDS (Continued)**

**Ability to:**

- Operate a school bus and other transportation equipment safely and efficiently;
- Maintain appropriate student behavior on a school bus or other transportation equipment;
- Learn proven methods for bus servicing and safety checks;
- Perform simple record keeping;
- Observe all mandatory safety regulations for school buses;
- Understand and follow oral and written directions;
- Make independent decisions;
- Safely assist in loading and unloading children with disabilities as necessary;
- Perform repetitive tasks & manage multiple tasks;
- Work with minimal supervision;
- Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Write reports and correspondence;
- Add, subtract, multiply, and divide into all units of measures, using whole numbers, common fractions, and decimals;
- Respond appropriately to directions and changes in work assignments;
- Establish and maintain effective working relationships with students and those contacted in the course of work;
- Access and use District-adopted web-based systems.

**EDUCATION**

High School diploma or General Education Degree (GED) and possession of the knowledge and abilities listed above.

**EXPERIENCE**

Two (2) years of successful driving experience with a demonstrated record of safe driving, or the completion of a school bus driver-training program.

**REQUIRED LICENSES AND/OR CERTIFICATES**

- Possession of a valid and appropriate California Driver's License;
- Have an acceptable driving record and qualify for insurability by the District's authorized insurance carrier;
- Possession of a California Special School Bus Driver's Certificate without Restrictions 2,3,4;
- Possession of a Standard First Aid Certificate or equivalent, or pass a test administered by the CHP.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

The physical demands and working conditions requirement indicated below are examples of the demands that must be performed in carrying out the essential job functions.

**Physical Demands:** Sitting to drive, reaching, bending at the waist, kneel or crouch to inspect buses (up to continuously); stand, walk, bend, stoop, push, pull twist neck and trunk (occasionally); lift/carry up to 50 pounds, including equipment and small children (occasionally); grasp and manipulate objects and steering wheel (up to continuously); use vision, hearing and speaking.

**Working Conditions:** Work outdoors and indoors, including bus; exposure to seasonal outdoor temperatures 38-110, dust, wind and sun, traffic and fuel odors; graffiti removal solvent and proximity to moving machinery (occasionally); vibration (up to continuously).

In compliance with the Americans with Disabilities Act (ADA), the Hemet Unified School District (HUSD) will provide reasonable accommodations to qualified individuals with disabilities for the purpose of enabling the performance of the essential duties and responsibilities of the position. HUSD encourages both prospective and current employees to discuss potential accommodations with the Human Resources and/or Safety/Risk Management.

**EMPLOYMENT STATUS**

Bargaining Unit Position  
Range 32

November 2021