



ORCUTT UNION SCHOOL DISTRICT

500 Dyer Street
Orcutt, CA 93455
(805) 938-8900

Classified application available @ www.orcutt-schools.net
Departments, Human Resources, Classified Employment,
Application for Employment - Classified

January 20, 2023

CLASSIFIED NOTICE OF VACANCY

- POSITION:** **BUS DRIVER**
- ASSIGNMENT:** Average 5 hours per day - 181 work days
Hours may fluctuate, based on student needs
- SALARY:** \$21.24 - \$27.10 per hour
- QUALIFICATIONS:** See job description on reverse side of this Notice
- TO APPLY:** Submit an application (if one is not on file with the Human Resources Office) and/or letter of interest summarizing your qualifications to Susan Salucci, Assistant Superintendent/Human Resources at the above address.
- APPLICATION DEADLINE** **Open until filled**
- INTERVIEWS:** Applicants will be notified

Meeting minimum qualifications does not insure the candidate an interview. Therefore, it is important that the application be thorough and detailed. Applicants will be assessed on the breadth and depth of education, training, experience, skills, knowledge and abilities. The district reserves the right to extend time limits, reinstate or withdraw the recruitment-selection process at any point.

General Requirements upon Offer of Employment

The Immigration Reform and Control Act requires that the District obtain documentation from every individual who is employed which verifies identity and authorizes his/her right to work in the United States

Individuals selected for employment must have a tuberculin examination to determine freedom from tuberculosis. The District may require a job related physical examination and satisfactory result from such an exam. This cost is the responsibility of the District.

State law requires that all employees be fingerprinted and cleared through the Department of Justice. This cost is the responsibility of the applicant.

The Orcutt Union School District does not discriminate on the basis of a person's actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation in the educational programs or activities which it operates

****AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER****

ORCUTT UNION SCHOOL DISTRICT

CLASS TITLE: BUS DRIVER

BASIC FUNCTION:

Under the direction of the Director of Maintenance, Operations and Transportation, drive a school bus to transport children between home and school, athletic events and on field trips; provide the general servicing and cleaning of assigned vehicles.

REPRESENTATIVE DUTIES:

Drive a school bus over a designated route in accordance with time schedules, transporting student on a routine basis. *E*

Conduct daily safety inspections of bus including checking items such as oil gauges, windshield wipers, emergency exits, horns, tires, lights brakes and turn signals. *E*

Transport students and instructors on special trips to various locations; make suggestions or select the most appropriate route according to established procedures. *E*

Prepare periodic reports regarding vehicle servicing and operation and reports regarding special trips completed; maintain daily records of pupils transported, mileage and driving hours. *E*

Service bus with gas and oil, check and fill tires and batteries; wash buses and clean interiors. *E*

Maintain order among students on buses and at bus stops; control loading and unloading of bus to assure passenger safety; report student misconduct according to established procedures. *E*

Operate school buses of various sizes and other District vehicles; operate a two-way radio and specialized equipment designed to accommodate special education students. *E*

Administer first aid to ill or injured students as needed and in accordance with established guidelines. *E*

Perform bus safety evacuation exercises with students involving lifting heavy objects as required; attend periodic safety meetings. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Safe driving practices
California Motor Vehicle Code and Education Code sections applicable to student transportation
Basic First Aid procedures
Record keeping techniques
City streets and locations
Interpersonal skills using tact, patience and courtesy
Operation and general maintenance of school buses and other District passenger vehicles

ABILITY TO:

Drive a bus safely and effectively
Maintain discipline of students
Understand and follow oral and written directions
Read, interpret and follow rules, regulations, policies and procedures
Meet schedules and time lines
Establish and maintain effective working relationships with others
Maintain records and prepare reports
Observe legal and defensive driving practices
Read and interpret a road map

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year experience operating a school bus.

LICENSES AND OTHER REQUIREMENTS:

Valid Class II driver's license
Valid School Bus Certificate
Valid Medical and First Aid certificate
Valid CPR certificate

WORKING CONDITIONS:

ENVIRONMENT:

School bus and outdoor environment
Drive a school bus to school and other locations

PHYSICAL DEMANDS:

Sitting or standing for extended periods of time

Hearing and speaking to exchange information and provide training instructions

Reaching overhead, above the shoulders and horizontally

Bending at the waist, kneeling or crouching

Lifting moderate to heavy objects when performing evacuation exercises

HAZARDS:

Bus and auto exhaust and fumes

Driving a bus during adverse weather conditions

Traffic hazards