



Orcutt Union School District

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

Classified application for employment available @ www.orcutt-schools.net
Departments, Human Resources, Classified Employment,
Application for Employment – Classified 2023

November 27, 2023

- POSITION:** Substitute Bus Drivers
Hours Vary
- SALARY:** \$21.24 per hour
- QUALIFICATIONS:** See job description on reverse side of this Notice.
- TO APPLY:** Submit a Classified Application and a letter of interest stating your qualifications to Susan Salucci, Assistant Superintendent/Personnel Services, Attention: Classified Personnel
- LICENSES & CERTIFICATES:** Valid Class II driver's license, Valid School Bus Certificate, Valid CPR/First Aid Certificate
- Applicants must follow the above instructions to be considered.
- APPLICATION DEADLINE:** Until filled
- INTERVIEWS:** Selected applicants will be notified

It is the applicant's responsibility to confirm the receipt of their application by the Classified Human Resources Department. 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, reinitiate 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