

BUS OPERATOR

GENERAL DESCRIPTION OF CLASS

Under the direction of an administrator or manager, performs a variety of duties and responsibilities related to operating District buses and vehicles over designated daily routes typically comprised of 7 or 8 runs averaging 200 miles per day and on long distance District field trips and athletic travel, all of which may include driving in all types of terrain and inclement weather conditions. Field trips and travel may include transporting large groups to major cities and mountain locations, which could be for multiple days. Additional duties may include performing routine department maintenance and cleaning of buses, vehicles and equipment.

DISTINGUISHING CHARACTERISTICS: This is a Safety Sensitive level class of the Transportation Program series as defined by 49 Code of Federal Regulations. A “Safety Sensitive” designated job classification means an employee in the regular course of their duties is required to be subject to the US Department of Transportation workplace drug and alcohol testing program and register with the Federal Motor Carrier Safety Administration (FMCSA) Clearinghouse reporting program. Additional ongoing requirements:

- Commercial Driver License – renewal every 5 years
- California School Bus Special Certificate – requires ongoing annual training and renewal every 5 years with CHP
- Medical Examiners Certificate – renewal every 2 years or less
- CHP First Aid/CPR testing – renewal every 5 years and/or First Aid CPR certification – renewal every 2 years

REPRESENTATIVE DUTIES: The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.

BASIC FUNCTION: The duties of this classification may involve performing the most technical and difficult safety sensitive tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Drives District buses and vehicles on designated routes, determined by District need, to include but not limited to, highways, streets, and rural roads, etc., adhering to departure and arrival times as scheduled. Picks up, transports and discharges students/passengers to and from District locations. Follows all safety procedures for loading and unloading of students/passengers. *
2. Transports large groups on required District field trips and athletic travel, special trips, and other long-distance travel to various locations, including but not limited to, major cities and mountain locations, etc., choosing the best routes and making departure and arrival times as scheduled. Trips may require multiple overnight stays. *
3. Drives District buses and vehicles on various types of terrain, during inclement weather conditions and through unexpected road construction following designated detours, etc., while ensuring all safety regulations are being followed. Driving in inclement weather may include but is not limited to the use of tire chains; automatic tire chain systems and the ability recognize and adjust driving techniques for changing road conditions. *
4. Checks motorized equipment and fills with fuel, oil, water, battery water and air as

required. *

5. Inspects buses and vehicles prior to operation including making mechanical checks and required testing to assure buses and vehicles can be operated safely which includes but is not limited to, headlights, taillights, blinkers, windshield wipers, foot pedals, brake system operation, wheelchair lifts and tie-down equipment, heating, and air conditioning systems operation, etc. Completes required inspection reports and reports mechanical defects. *
6. Prepares and keeps accurate driver records as required. *
7. Cleans, sanitizes, washes and waxes buses, vehicles, and equipment; assists with general cleanup of transportation department areas and related equipment. Handles and disposes of biological hazardous materials; implements safety precautions associated with the use of toxic materials. *
8. Maintains order on the bus among passengers and reports any problems to the appropriate administrator. *
9. Uses good judgment at bus stops to protect passengers from other traffic while boarding or departing from the bus. *
10. Follows District policies and maintains records of student counts, commute times, mechanical issues, delays and/or other dilemmas, etc., as required. *
11. Ensures the safety of all passengers including inspecting the bus or vehicle for passengers at the end of shift and/or when the bus or vehicle will be parked; renders first aid or emergency assistance as needed. *
12. Operates a computer to perform basic data entry and to access email and District announcements, etc. *
13. Regularly participates in training for Emergency Evacuation Operations. Actively assists with evacuations for the district and assists as needed with surrounding community in conjunction with law enforcement and emergency response agencies by providing bus transportation. *
14. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy. *
15. May serve on a variety of District committees as requested.
16. Performs other duties that support the overall objective of the position.

MINIMUM QUALIFICATIONS

EDUCATION/EXPERIENCE:

- High School Graduate or General Educational Development (GED).
- Or, any combination of education, experience, and training which would provide the required qualifications for the position.

DESIRED QUALIFICATIONS:

- One (1) or more years school bus driving experience
- One (1) or more years commercial driving experience transporting passengers.
- One (1) or more years of experience transporting large groups to major cities in various types of terrain and weather conditions.
- Experience in a public educational environment.

CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS: *(Certificates are to be maintained throughout duration of employment with the District.)*

- Possess a valid Class A or B commercial driver's license with school bus, passenger and air brake endorsements issued by the California Department of Motor Vehicles.

- Possess a valid school bus driver's certificate (Form DL-45); If your certificate has restrictions 2, 3 or 4 you will not qualify for this position. If your certificate has restriction 6, you are required to provide a valid First Aid/CPR certification.
- Valid Medical Examiner's Certificate (MEC).
- As a requirement and a condition of employment, applicants must pass a pre-employment physical, including a drug and alcohol test and any testing as required by the Federal Drug and Alcohol testing program.

KNOWLEDGE, SKILLS, AND ABILITIES: (*May be acquired through education, training and/or experience.*)

Knowledge of:

- District and college policies, procedures, rules, and regulations related to the area of assignment.
- California Education Code and Title V as it relates to the area of assignment.
- Family Educational Rights and Privacy Act (FERPA).
- Safe driving practices.
- The California Motor Vehicle and Education Codes applicable to the operation of vehicles in the transportation of students, staff, faculty and/or other passengers.
- Traffic rules, regulations, and laws.
- Charting out travel routes utilizing a map.
- Proper spoken and written English usage.
- Elements of proper grammar usage, spelling, vocabulary, and punctuation.
- Record keeping and performing routine maintenance.
- Effective communication skills both verbally and in writing.
- Computer software programs, applications, databases, and Enterprise Resource Planning (ERP) systems; computer hardware and peripheral equipment related to the area of the assignment.
- Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint) as needed, related to the scope of the assignment.

Ability to:

- Independently perform the essential responsibilities of the position.
- Integrate local, state, and federal laws and regulations.
- Read, understand, interpret, and apply District and department rules, regulations, policies, and procedures.
- Plan, organize, and prioritize workload to meet timelines.
- Read and understand maps.
- Clean and service buses and automotive vehicles rapidly and thoroughly.
- Drive and operate a bus and other automotive equipment safely, recognize and adjust driving techniques for changing road conditions.
- Efficiently implement applicable regulatory and safety requirements and standards.
- Drive in adverse weather conditions.
- Drive on major city roads, mountain roads and rural roads, etc.
- Comprehend and follow traffic signs.
- Perform responsibilities under pressure and during emergency situations.
- Provide first aid assistance when required.
- Utilize effective organizational, problem solving and time management skills.
- Communicate professionally at all times and in confrontational situations.

- Exercise tact and diplomacy in dealing with sensitive situations.
- Work within a team environment and independently.
- Exhibit patience and understanding.
- Utilize computer software programs, applications, and databases; computer hardware and peripheral equipment related to the area of assignment.
- Keep and maintain records, files, file sharing, and filing systems accurately.
- Understand and carry out verbal and written instructions and direction.
- Effectively communicate both verbally and in writing.
- Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
- Work effectively and cooperatively with diverse populations.
- Establish and maintain cooperative relationships with those contacted in the course of work.

RELATIONSHIPS WITH OTHERS:

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, vendors, and the public, as needed.

SUPERVISION EXERCISED and/or RECEIVED:

The incumbent in this class does not perform any supervisory or work direction of others. The incumbents in this class receive general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards. Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands**

While performing the duties of this classification, the incumbent performs physically demanding work in the servicing and the operation of motorized equipment and vehicles. The incumbent may be subject to sustained exertion of heavy physical effort such as bending, stooping, pushing, pulling, squatting, climbing stairs, working in confined spaces and lifting and/or carrying of moderately heavy items (26-49 lbs.) and occasionally heavy items (50-100 lbs.).

The incumbent is regularly required to sit, walk, and/or stand, speak, or hear, both in person, by radio and by telephone. Use hands repetitively to finger, handle, feel or operate vehicles and equipment, vehicle and equipment cleaning equipment and tools and standard office equipment; reach with hands and arms; frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment; manipulative skills and hand eye coordination for safe operation of vehicles and equipment. The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s).

Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, vehicle instruments, switches and controls, printed

documents and instructions, long distance vision for operation of motor vehicles on roads and highways.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS:

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The incumbent works a typical passenger transportation service environment driving and being in and around motorized vehicles and equipment with quiet to loud noise levels.

- **Working Conditions**

Work performed by the incumbent in this class involves indoor and outdoor environments, adverse weather conditions, moderate to loud noise levels; subject to toxic agents and other hazards associated with the operation and maintenance of motorized equipment and vehicles.

Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY

EMPLOYER: To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.