



791 Price Street 204, Pismo Beach, CA 93449 805-543-9999 Fax: 805-543-9915 www.AmericanStarTrailways.com

Job Title: School Bus Route Operator

General Description: Under general supervision, a *School Bus Driver* for AmericanStar Trailways is responsible for safely operating the school bus and transporting school children on a regular daily schedule to and from school, field trips and other activities. School Bus Drivers will typically drive the same route every day, and may take on additional duties and responsibilities as needed/required. All operators must hold the appropriate class of license, endorsement(s) and certificate for the vehicle operated and/or service provided. Operators will be provided training opportunities necessary to remain compliant and proficient with job responsibilities. A successful employee will strive to maintain and demonstrate a proficient working knowledge of Company policies and practices, as well as all regulations governing the job while on duty. Much, if not all, of this work requires operators to perform the necessary functions of the job with little or no direct supervision. The position also requires a level of professionalism and verbal and/or written communication skills appropriate to provide quality customer service in the field. School Bus Route Operators must meet and maintain all Coach Operator requirements laid out in the Coach Operator job description, plus the following:

Skills and Abilities:

1. Operate school bus in a safe and responsible manner
2. Public interaction skills
3. Analytical and problem solving skills
4. Decision making skills
5. Effective verbal and listening communications skills
6. Ability to read and write daily records
7. Stress management skills
8. Time management skills
9. Knowledge of highway and school bus regulations
10. Knowledge of how to deal with children and children with special needs
11. Knowledge of equipment cleaning standards and procedures
12. Possess sound work ethics
13. Possess cultural awareness and sensitivity
14. Operate and maintain a cellular phone
15. Knowledge of the school bus the Driver will be operating
16. Maintain records and prepare reports as required
17. Follow instruction/set procedures and possess team building skills

Required Credentials to be maintained for employment:

1. Possession of a valid California Class B driver's license
2. P and S endorsements



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3. California School Bus Driver Special Certificate
4. Current Medical Certificate
5. First Aid Certificate

Responsibilities:

1. Maintain order and discipline on the school bus while driving in a safe and appropriate manner.
2. Pick up and deliver students as per set schedule.
3. Ensure students are aware of rules and responsibilities as passengers.
4. Make note of any behavioral or disciplinary problems.
5. Ensure the safety of the children at all times.
6. Keep the school bus in safe, working condition; report any issues.
7. Prepare and submit reports that may include the number of passengers or trips, hours worked, mileage, and fuel consumption in a timely and correct manner.
8. Perform daily safety and maintenance checks: check the condition of the school bus: tires, brakes, windshield wipers, lights, oil, fuel, water, fluids, and safety equipment on a regular basis.
9. Comply with traffic regulations in order to operate vehicles in a safe and courteous manner.
10. Follow and know safety rules as students are boarding and exiting buses, and as they cross streets near bus stops.
11. Report any bus malfunctions or needed repairs to the supervisor.
12. Clean school bus as scheduled and/or required.
13. Ensure the school bus is safely and securely stored.
14. At the conclusion of the day's route, Driver is to prepare the school bus for the following day including fueling the bus, checking fluid levels and replacing as needed, cleaning inside and outside of bus, reporting need for maintenance and repair work, and securing and locking bus.
15. Maintain and complete a driver's log book; one page for every day or as directed.
16. Complete DVIR's.
17. Deal with residents, school staff, and members of the public in a courteous and respectful manner as Driver encounters said persons.

Physical Requirements:

1. Must work in a seated position for extended periods of time.
2. Must remain alert and aware of multiple variables including road conditions, passenger activities, passenger comfort, vehicle condition, traffic, service stops, radio/phone transmissions, etc. at all times while operating a vehicle.



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3. Must be able to, without assistance, operate all controls and access points of assigned equipment including those necessary to conduct safety inspections.
4. Must be able to safely and properly board, secure and alight ADA approved mobility devices.
5. May be required to conduct activities involving stooping, kneeling/bending, crouching, twisting, climbing, and reaching as required to carry out the responsibilities of the job.
6. Must comply with all DOT drug and alcohol testing programs and medical examinations as required. Medical reports will be reviewed by management to determine specific job fitness.

Mental and Sensory Demands: The Driver must maintain order and discipline on the bus while driving in a safe and appropriate manner. Stress can be caused due to the need to address behavior issues and discipline problems. The School Bus Driver requires intense concentration.

This job description contains general information for the position described above. It is not all inclusive and may be altered at the discretion of the Management. By signing below, employee acknowledges that the contents of this job description may be used in evaluating job performance as it relates to employment and wages. This Job Description is in no way to be construed as a contract or guarantee of employment. AmericanStar Trailways is an at-will employer and reserves all rights as such.

Print Name: _____

Signature: _____

Date: _____