RESIG
REDWOOD EMPIRE SCHOOLS' INSURANCE GROUP
Serving schools since 1979

POST OFFER/PRE-PLACEMENT PROGAM
JOB ANALYSIS

Job Title:	**Bus Driver**	**Department:**	Transportation
District:	Sonoma County Schools		
Address:			
Shift:	Days	**Hours Per Shift:**	5-6 hours
Overtime:	Occasionally	**Hours Per Week**	25-30 hours

General Job Summary

Operates buses and vans as needed in order to transport students. Responsible for general cleanliness and housekeeping of vehicles.

Organizational Relationships

Supervision Given:	Employee does not provide any direct, formal supervision.
Supervision Received:	Employee receives direct supervision from Transportation Supervisor.

Essential Job Functions

The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.

Frequency	Function
Daily	Receives daily assignment from job board and prepares for assigned route.
Daily	Performs pre-trip inspection of vehicle and reports any malfunctions.
Daily	Operates vehicle and covers assigned routes. Picks up and drops off students at designated locations.
Daily	While transporting students is responsible for maintaining general order on vehicle. Enforces all safety regulations.
Daily	After completing assigned route returns vehicle to lot for post trip inspection. Reports any malfunctions.
Daily	Refuels vehicles as needed.
Daily	Completes any required documentation including inspections, time keeping forms, and student behavior forms.
Daily	Responsible for general cleanliness of vehicles including sweeping and cleaning bus exteriors
Daily	Operates vehicles for field trips and other special events as assigned.
Daily	Attends and participates in any required meetings and trainings.
Daily	Performs other duties as assigned.

Non-Essential Functions
None

Job Qualifications

Education:	High school equivalent
Experience:	NA
License/Certification	Class B driver's license, CA Special drivers' certificate, completion of background check, medical and First Aid Certificate

Knowledge

- **Clerical** — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, transcription, designing forms, and other office procedures and terminology.
- **Customer and Personal Service** — Knowledge of principles and processes for providing (internal or external) customer services including customer needs assessment, meeting quality standards for service, and evaluation of customer satisfaction.
- **English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Mathematics** — Knowledge of arithmetic, statistics, and their applications.

Skills

- **Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Active Listening** — Giving appropriate attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Attention to Detail** — Maintaining appropriate attention to detail based on the complexity of work performed.
- **Communication and Comprehension** — Conveying written and/or non-written information effectively; comprehending and understanding documentation and verbal or visual communications.
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Equipment Selection** — Determining the kind of tools and equipment needed to do a job.
- **Mathematics** — Using mathematics to solve problems.
- **Service Orientation** — Actively looking for ways to help people.
- **Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.
- **Time Management** — Managing one's own time and the time of others.

Abilities

- **Category Flexibility** — The ability to generate or use different sets of rules for combining or grouping things in different ways.
- **Deductive Reasoning** — The ability to apply general rules to specific problems to produce answers that make sense.
- **Information Ordering** — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- **Selective Attention** — The ability to concentrate on a task over a period of time without being distracted.
- **Time Sharing** — The ability to shift back and forth between two or more activities or sources of information.

Physical Demands

Never (N)	Not Required
Rare (R)	Less than 10% of the shift
Occasional (O)	Up to 33% of the shift
Frequent (F)	Up to 66% of the shift
Constant (C)	Over 66% of the shift

Lifting

Weight Range	Frequency					Examples of Items Carried	Distance Carried	Item Weighed	
	N	R	O	F	C			Y	N
0 – 10 lbs.			X			Radio, office supplies, papers, loose supplies	1-6’	Y	
11 – 25 lbs.			X			Supplies, equipment			
26 – 50 lbs.		X				To move students in the event of an emergency			
51 – 75 lbs.		X				To move students in the event of an emergency – with assistance			
76 – 100 lbs.		X				To move students in the event of an emergency – with assistance			
Over 100 lbs.		X				To move students in the event of an emergency – with assistance			
Heaviest Item Carried		X				Students – With assistance	1-5’	Y	

Notes regarding items weighed (if any): None

Carrying

Weight Range	Frequency					Examples of Items Carried	Distance Carried	Item Weighed	
	N	R	O	F	C			Y	N
0 – 10 lbs.			X			Radio, office supplies, papers, loose supplies	1-100’	Y	
11 – 25 lbs.			X			Supplies, equipment	1-100’		
26 – 50 lbs.		X				To move students in the event of an emergency			
51 – 75 lbs.		X				To move students in the event of an emergency – with assistance			
76 – 100 lbs.		X				To move students in the event of an emergency – with assistance			
Over 100 lbs		X				To move students in the event of an emergency – with assistance			
Heaviest Item Carried		X				Students - With assistance	1-50’	Y	

Notes regarding items weighed (if any): None

Category	Frequency					Surface(s)	Activity
	N	R	O	F	C		
Sitting					X	Vehicle seat, office chair: padded, adjustable, swivel, wheeled	Operating/riding in vehicle, completing documentation
Walking			X			Carpet, linoleum/tile, concrete	Performing vehicle inspections, refueling vehicles, gathering supplies
Standing			X			Carpet, linoleum/tiles, concrete	Performing vehicle inspections, refueling vehicle

Category	Frequency					Activity
	N	R	O	F	C	
Bending (Neck)				X		Observing work/documents
Bending (Waist)				X		Reaching low drawers/shelves
Twisting (Neck)					X	Observing surroundings, operating vehicles
Twisting (Waist)				X		Accessing supplies, performing vehicle inspections
Squatting		X				As alternative to bending
Climbing			X			Stepstool, in/out of vehicle
Kneeling		X				
Crawling	X					
Pushing/Pulling (Dominant hand)			X			Drawers/doors, opening vehicle storage
Pushing Pulling (Non-Dominant hand)			X			Drawers/doors, opening vehicle storage
Reaching – Above Shoulder Level			X			Accessing items on upper shelves, adjusting mirrors
Reaching – Below Shoulder Level				X		Operating vehicles, refueling vehicle, accessing supplies, attaching wheelchair harness or seat belts
Balancing		X				
Coordination (Eye, Hand, Foot)				X		Operating vehicles

Category	Frequency					Activity
	N	R	O	F	C	
Repetitive Use of Hands				X		Completing documentation, vehicle controls
Simple Grasping (Dominant Hand)					X	Operating steering wheel, transporting/positioning objects
Simple Grasping (Non-Dominant Hand)					X	Operating steering wheel, transporting/positioning objects
Power Grasping (Dominant Hand)				X		Opening vehicle storage areas, transporting/positioning heavier objects
Power Grasping (Non-Dominant Hand)				X		Opening vehicle storage areas, transporting/positioning heavier objects
Fine Manipulation (Dominant Hand)			X			Handwriting, operating vehicle controls
Fine Manipulation (Non-Dominant Hand)			X			Operating vehicle controls

Environmental Demands

Factor	Y	N	If yes, describe
Driving cars, trucks, other equipment	■	☐	Bus, van
Working around equipment and machinery	■	☐	Cleaning equipment, vehicle equipment
Walking on uneven ground	■	☐	Walking throughout vehicle lot, driveways, roadways
Exposure to excessive noise	■	☐	Shop and bus barn, bus noises, children
Exposure to extremes in temperature, humidity, wetness	■	☐	Outdoor conditions
Exposure to dust, gas, fumes, or chemicals	■	☐	Disinfectants
Working at heights	■	☐	Washing buses
Operation of foot controls or repetitive foot movement	■	☐	Operating vehicle
Use of special visual or auditory protective equipment	☐	■	
Working with biohazards	■	☐	Bodily fluids, chemicals, cleaning agents

Sensory Demands

Factor	Y	N	If yes, describe
Seeing close (inspecting)	■	☐	Operating vehicles, completing documentation
Seeing far (observing)	■	☐	Monitoring work area, operating vehicle
Seeing to sides (peripheral vision)	■	☐	Monitoring work area, operating vehicle
Seeing colors	■	☐	Signal lights, signage
Speaking	■	☐	Communicating w/ co-workers and students
Hearing Speech	■	☐	Communicating w/ co-workers and students
Hearing mechanical sounds	■	☐	Equipment malfunctions
Sensing odors	■	☐	Equipment malfunctions
Sensing touch	■	☐	

Machinery/Equipment/Work Aids

Machinery	Bus or Van
Equipment	Radio, cleaning equipment
Tools	Emergency equipment and supplies
Other Work Aids	

MENTAL/COGNITIVE DEMANDS	Required Yes/No	
	Y	N
Relate to other people	■	☐
Perform daily activities (ex. ability to attend meetings, socialize with others, attend to personal needs, etc.)	■	☐
Maintain personal habits	■	☐
Multitask relative to job duties	■	☐
Understand, carry out, and remember instructions	■	☐
Respond appropriately to supervision	■	☐
Perform work requiring regular contact with others	■	☐
Perform work where contact with others will be minimal	■	☐
Perform tasks requiring minimal intellectual effort	■	☐
Perform intellectually complex tasks requiring higher levels of reasoning, math and language skills	☐	■
Perform repetitive tasks	■	☐
Perform varied tasks	■	☐
Make independent judgment	■	☐
Supervise or manage others	☐	■
Perform under stress (emergency, critical, dangerous situations); speed/sustained attention are make-or-break aspects of the job	■	☐
Ability to work relative to the job description	■	☐

NOTE:

This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer has a responsibility to consider reasonable accommodations for individuals with disabilities.