



This is a description of the primary responsibilities, functions, and requirements of this assignment and is therefore not considered to be a comprehensive statement of every responsibility, duty, or task that may be performed. Employees may be assigned similar or related work and any other work necessary to accomplish assigned responsibilities. Individual work assignments may vary by supervisor or department.

JOB DESCRIPTION

ASSIGNMENT TITLE:

Bus Driver

DEPARTMENT:

Transportation

EMPLOYMENT TERM:

10/11 Months

GRADE:

H-07

REPORTS TO: Transportation Supervisor

SUPERVISES: None

JOB SUMMARY

Operates a school bus to provide safe transportation for students to and from schools and other activities.

ESSENTIAL DUTIES

1. Drives bus along designated routes. Picks up and drops off students as scheduled. Assists students to board and exit the bus and get into and out of seats. Helps with lifting, folding, unfolding, positioning, and securing wheelchairs with straps.
2. Performs pre-trip safety inspections of the bus. Inspects the quality of tires, lights, and windshield wipers and reports any defective equipment. Checks fuel and oil levels and adjusts as needed.
3. Performs post-trip inspections of the bus. Ensures that all passengers have been dropped off and that no personal belongings have been left behind. Cleans bus as needed.
4. Supervises conduct/behavior of student passengers to maintain discipline on the bus. Contacts school officials, as necessary, to discuss concerns regarding student conduct.
5. Contacts parents, teachers, principals, and other school officials, as necessary, to discuss concerns regarding bus operations, scheduling, and safety.
6. Ensures bus is available for all scheduled maintenance and inspections.
7. Conducts emergency evacuation drills.

8. Reports any accidents immediately and completes necessary paperwork.

JOB SPECIFICATIONS

Education

High school diploma or equivalent preferred. Successful completion of bus driver training course required.

License

Commercial driver's license with school bus endorsement.

Experience

Excellent driving record and +3 driving points required.

Essential Technical/Motor Skills

Ability to manipulate controls necessary to safely drive and operate bus to include foot pedals, steering wheel, etc.

Interpersonal Skills

Ability to positively interact and communicate effectively with coworkers, students, parents, and school officials. Ability to maintain effective control over passengers to ensure student behavior is not a distraction to safe driving. Ability and willingness to assist physically, mentally, and emotionally handicapped students in being transported to and from school.

Essential Physical Requirements

Ability to sit for long periods of time. Light lifting up to 25 lbs. in order to carry and secure wheelchairs, car seats, and harnesses. Heavy lifting up to 100 lbs. may be required in lifting and/or carrying special needs students on and off the bus. Standing, twisting, turning, pushing, pulling, bending, crawling, crouching, stooping, and kneeling may be required while handling students and wheelchairs, and completing pre-trip and post-trip inspections.

Essential Cognitive Skills

Discretion in determining consequences for inappropriate behavior. Ability to function in stressful situations. Knowledge of local street and road systems is preferred, as alternative routes may be necessary due to hazardous road conditions. Knowledge of basic first aid, including CPR.

Essential Sensory Requirements

Close vision, distance vision, night/dusk vision, color vision, peripheral vision required in order to visually assess traffic signs and signals and to ensure that all traffic rules and regulations are followed.

Working Conditions

Exposure to road hazards, including accidents and driving in poor weather conditions. Exposure to fumes, chemicals, solvents, and cleaning supplies. Working in extreme heat on buses without air conditioning. Working in a noisy environment. Working outdoors in all weather conditions to assist with special needs students. May be required to work evenings and weekends as needed to provide transportation for field trips and other special events. May be exposed to students' bodily fluids.

DATES		
Created: July 2012	Last Reviewed:	Last Modified: