

	Job Code:	
	Position:	Bus Driver
	Salary:	
	Reports To:	Building, Grounds, and Transportation Director
	Department:	Transportation
	Location:	
	FLSA:	Non-Exempt
	Board Approval Date:	
	Posting Date:	
	Closing Date:	Until Filled

Summary:

Operates a district school bus in the pick up and discharge of students in a safe and efficient manner. Maintains bus in a clean condition and checks safety features daily.

Minimum Requirements:

Knowledge (position requirements at entry)

- ✓ Federal, state, county, and municipal traffic laws;
- ✓ Safety procedures and guidelines;
- ✓ Department and district policies;
- ✓ First Aid and Cardio Pulmonary Resuscitation (CPR).

Skills (position requirements at entry)

- ✓ Driving school bus and using bus equipment such as brake sticks, wheelchair lifts and tie downs, two-way radios, PA system, fuel pumps, and tire checkers;
- ✓ Using light maintenance and cleaning equipment and tools such as scrapers, tire thumpers, brooms, vacuum cleaners, mops, and other such cleaning equipment and tools;
- ✓ Applying First Aid and Cardio Pulmonary Resuscitation techniques;
- ✓ Reading Maps
- ✓ Monitoring and disciplining children;
- ✓ Providing and maintaining a safe atmosphere on bus;
- ✓ Inspecting bus to ascertain problems and maintain safety;
- ✓ Performing emergency evacuations;
- ✓ Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry)

- ✓ High School Diploma or G.E.D.;
- ✓ Successful driving record for the past five years;
- ✓ Or any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry)

- ✓ Appropriate commercial driver's license and state bus driver's certificate.
- ✓ Current First Aid and CPR Certifications.

Essential Functions:

- Transports children safely and timely to and from school
- Monitors children and administers discipline for minor problems; prepares appropriate paperwork to report serious discipline concerns to the Principal. Inspects buses including both pre- and post-trip; ensures that safety guidelines are followed; ascertains readiness of mechanical and electrical items and notes any damages.
- Cleans the interior of bus to include washing windows, picking up trash, dusting, and sweeping floors.
- Fills out required daily forms including time sheets, bus information sheets, mileage reports, vehicle discrepancy reports, incident reports, seating charts, route sheets, and if necessary, Medicaid billing.
- Reports all accidents to proper authorities and completes required reports.
- Fills bus with fuel.
- Participates in bus evacuation, radio, and first aid/Cardio Pulmonary Resuscitation training.
- Performs and supervises bus evacuations.
Performs other duties of a similar nature or level.
- Customer service to students, staff, and community members
- Is a positive member of the team

Physical Requirements:

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motions.
- Incumbents may be subjected to vibrations, fumes, odors, extreme temperatures, intense noises, and travel.
- Exerting up to 100 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Sedentary work involves sitting most of the time.
Jobs are sedentary if working and standing are required only occasionally and all other sedentary criteria are met.

Prepared by The Professional Group Public Consulting Inc. 05/20