

BERKELEY COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Summer Bus Driver

FLSA: Non-Exempt

GENERAL SUMMARY

Under general supervision assists in ensuring that the district **Vision, Mission and Goals** are achieved and operate a bus over a route which has been designated and approved by the Director of Transportation and the State Department of Education. Reports to the Area Transportation Supervisor.

ESSENTIAL FUNCTIONS

- Operate bus over approved route;
- Operate equipment in accordance with all state laws and regulations;
- Maintain discipline of students being transported and report misconduct to the transportation administrators for appropriate disciplinary action using incident report provided;
- Maintain a clean appearance of equipment and report any vandalism or equipment failures to immediate supervisor;
- Assist in planning schedules and bus stops;
- Provide written reports of road hazards on assigned routes;
- Monitor students in boarding and departing the bus;
- Maintain an up-to-date status of student rosters and seating charts, on the bus and with the transportation office;
- Assignments will vary. Could work as an assistant in classroom for summer program assignment;
- Attend mandatory trainings/professional development with school staff for summer programs;
- Maintain accurate and up-to-date daily records on mileage;
- Use all district equipment responsibly;
- Exhibit acceptable conduct as a Berkeley County School District employee in keeping with district policies and procedures;
- Maintain current required driver's license and other operator's certification;
- Administer general first aid when needed; and
- Perform other duties as assigned.

JOB SPECIFICATIONS

Education and Experience:

Must be at least 18 years old and hold a valid CDL license. Must successfully complete school bus driver training and be certified and licensed by the South Carolina Department of Education. Must have a good driving record (no more than 4 points against the license); and must pass Physical Performance Test, drug test and criminal background checks.

Knowledge:

Knowledge of the policies, practices, activities, methods and procedures of the district as they pertain to the specific duties of the job

Skills/Effort:

Ability to communicate with school administrators and parents; ability to operate wheel chair lift; and must demonstrate aptitude or competence for assigned responsibilities.

Working Conditions:

Working conditions is an outdoor environment with moderate exposure to environmental/weather conditions. Physical demands are restricted to occasional work requiring movement/lifting items weighing up to 50 pounds. Job requires the ability to work under a degree of stress related to duties that require considerable attention and meeting deadlines. Smoke free district.

Responsibility:

Responsible for transporting students

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

_____	Date: _____
_____	Date: _____
_____	Date: _____