

SCHOOL BUS DRIVER TRAINEE JOB DESCRIPTION



SALARY: [Pay Grade 55](#)

FLSA STATUS: Nonexempt

REPORTS TO: Transportation Director

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE: High School Diploma or Equivalent is desired

ESSENTIAL DUTIES/RESPONSIBILITIES:

1. Perform all duties associated with training to be a school bus driver, including but not limited to:
 - a. Successfully complete classroom and testing requirements to obtain NC DMV CDL Class B learner's permit with P & S endorsements within 1st 60 days of employment.
 - b. Successfully complete behind the wheel training required to obtain NC CDL Class B license with P and S endorsements.
 - c. Successfully obtain Class B CDL with P & S endorsements within 1st 90 days of employment.
 - d. Successfully passing the DOT physical
2. Assist bus driver in making decisions pertaining to the bus and the safety of passengers
3. Assist bus driver in assigning seats to students on the bus and preparing seating charts.
4. Assist bus driver in documenting all discipline problems and turning them into the Principal and/or Assistant Principal at assigned schools.
5. Assist bus driver in conducting pre/post-trip inspections
6. Assist bus driver in cleaning bus daily.
7. Learn bus routes of all buses assigned to the school.
8. Assist with safe loading and unloading of passengers
9. Assist driver with outside clearance when backing the bus.
10. Keeps students seated during bus route.
11. Ensure aisles are free of objects.
12. Assist with passenger safety during all aspects of bus transportation.

SPECIAL REQUIREMENTS

1. Must be eligible to obtain a School Bus Certification (driving record)
2. Employee will be moved to a School Bus Driver position within the BCS system once properly licensed.

PHYSICAL REQUIREMENTS

- Work requires the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects

MONTHS OF EMPLOYMENT: 10 Months

EVALUATIONS: Performance will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

INSTRUCTIONS TO APPLICANTS: Follow the Hiring Process instructions on the Buncombe County Schools' website: www.buncombeschools.org/hiringprocess

Note: 6 months probationary period applies; if at any time during the 1st 6 months of employment, the employee does not satisfy the requirements of the position, termination of employment will be at the discretion of the school board

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