

Bus Job Description
Carbon County School District One

Bus Driver

Purpose Statement

To represent Carbon County School District - Transportation Department in the daily transporting of students to and from school and all related functions. Assures the Mission and Philosophy of the District and department are supported throughout the position's area of responsibility.

This Job reports to Transportation Director

Essential Functions

- Supports daily the Transportation Department mission of "Getting students to school ready to learn."
- Maintains a valid and current State of Wyoming CDL license with airbrake, "P" and "S" endorsement.
- Meets D.O.T. physical requirements yearly.
- Maintains insurability according to the district's insurance carrier criteria.
- Uses positive verbal and non-verbal communication and interaction skills when working with students, parents, and all district personnel at all times.
- Maintains accurate records of route and time for payroll purposes.
- Maintains student discipline on the bus utilizing district discipline procedures.
- Maintains a clean bus at all times.
- Demonstrates a sincere interest in children and their welfare daily.
- Maintains confidentiality of all information concerning students, staff, or parents/guardians in any public setting and chooses the appropriate time, place, and supervisor to discuss problems.
(Follows chain of command)
- Attends and passes all First Aid, CPR, courses as required.
- Completes paperwork requirements with time parameters established.
- Attends all training and workshop classes as scheduled.
- Cleans and fuels the bus as required.
- Performs pre-trip inspections as outlined by district before each and every bus run.
- Makes self available on varied schedules for emergencies.
- Uses school provided cell phone for emergencies or communication with Transportation personnel.
- Reports any mechanical problems immediately.
- Utilizes proper OSHA procedures necessary when handling body fluids.

Other Functions

Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

WORK ENVIRONMENT

EQUIPMENT USED:

- School Bus (size of suburban to large transit type bus)
- Fuel Pump

- Spray Washer
- Window Scraper
- Broom
- Squirt Bottle
- Cell phone

PHYSICAL DEMANDS:

- Assist students of various physical abilities as necessary.
- Run lift if necessary, closing door and placing lift in travel position.
- Sufficient physical strength to turn the steering wheel of the bus with no difficulty and to open and close the entrance door many times.
- Possess physical capability to drive a bus and withstand the demands of a possible rough ride daily.
- Climb up on the bus and crawl under the bus to perform necessary pre- trip functions.
- Capable of physically conducting pre-trip inspections as outlined by district.

ENVIRONMENTAL DEMANDS:

- Drive in a variety of road conditions including dry, wet, icy or snow.
- Possess physical and mental capability to be out in any weather common to Wyoming.
- Rough dirt and gravel roads.
- Possible gas and diesel fumes.
- Student noise combined with radio.

Education (Minimum):

High School Diploma

Required Testing

Drug and Alcohol testing as mandated by DOT and district policy

Certificates and Licenses

Commercial Drivers License with proper endorsements

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FSLA Status

Non Exempt

Continuous Nondiscrimination Statement

Carbon County School District 1 does not discriminate on the basis of race, color, national origin, sex, age, disability, or religion in its programs or activities.