

JOB DESCRIPTION

*Eaton Community Schools
An Equal Opportunity Employer*

Title: Bus Driver

Reports to: Director of Operations and/or Transportation Supervisor

Employment Status: Full-time

FLSA Status: Non-exempt

QUALIFICATIONS:

1. Be twenty-one years of age or older.
2. High school diploma or equivalent (additional training desirable)
3. Must pass criminal background check.
4. Possess high moral character.
5. Possess a regular and predictable attendance record without tardiness.
6. Valid driver's license with minimum of two years driving experience.
7. Have ability to maintain a high level of ethical behavior and confidentiality of information.
8. Possess ability to work with administration, supervisors, and fellow employees positively, effectively, and energetically.
9. Must satisfactorily complete pre-employment drivers' training program, basic and advanced bus driver's education program, obtain bus drivers' certificate, and a valid CDL with bus driver endorsement.
10. Must pass annual physical examination.
11. Must maintain a vehicular safe driving record at all times.
12. Must meet all state and local requirements regarding employment as a bus driver.

GENERAL DESCRIPTION:

Safely and efficiently transports students to and from school and school sponsored events following Ohio and national traffic safety laws; performs pre-trip inspections, maintains student discipline while on bus, and reports any mechanical problems to appropriate authority.

ESSENTIAL FUNCTIONS:

1. Transports students to and from school and other school sponsored events safely, on time, and efficiently.
2. Follows Ohio and national traffic safety laws; operates school vehicles safely with respect to road and traffic conditions.
3. Follows all pupil transportation standards as established by the Ohio Department of Education and Eaton Community Schools including completion of a pre-trip inspection form before driving any bus.
4. Maintains cleanliness within the bus.
5. Checks bus for damage caused by students after each group is unloaded.
6. Maintains on the bus an up-to-date list of students assigned.
7. Follows the route map and route stops as defined for his/her bus.

8. Enforces all school bus regulations for the safest possible transportation of students; maintains appropriate student discipline and assigns seats.
9. Reports, on the appropriate form, excessive student discipline problems.
10. Supervises students as they board and depart from the bus at all times.
11. Immediately reports to the mechanic or supervisor any mechanical problems that may be observed in the motor, chassis, or body.
12. Reports to the Transportation Supervisor any road conditions or construction that necessitate route changes.
13. Immediately reports to the Transportation Supervisor any traffic violations by another vehicle that endanger the bus riders, including failure to stop for loading and unloading students.
14. Schedules and supervises emergency evacuation drills.

OTHER DUTIES AND RESPONSIBILITIES:

1. Attends meetings as required by supervisor.
2. Maintains a neat personal appearance and refrains from abusive language and profanity while on duty.
3. Performs other duties as assigned by Supervisor, Superintendent or designee.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:	Board policies and procedures, Ohio Department of Education Pupil Transportation regulations; safety practices and procedures; public relations; student discipline code; local geographical area; daily pre-trip inspection; required reports; emergency unloading procedures; Ohio traffic laws.
Ability to:	interpret policies, procedures and regulations; communicate effectively; recognize unsafe and hazardous conditions, maintain records; remain calm; read map and follow directions.
Skill in:	bus driving, CPR, first aid; use of fire extinguisher.

CONDUCT:

Each staff member shall remain free of any alcohol or nonprescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment in the District.

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

EQUIPMENT OPERATED:

School bus, fire extinguisher.

ADDITIONAL WORKING CONDITIONS:

Occasional exposure to blood, bodily fluids and tissue, unruly children/adults. Frequent exposure to inclement weather driving conditions.

TERM OF EMPLOYMENT:

One hundred seventy-eight days plus eleven paid holidays.

PERFORMANCE EVALUATION:

Conducted by the Director of Operations and/or Transportation Supervisor.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the Board of Education.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Employee

Date

[Approval date: June 12, 2006]

[Updates Approved: August 10, 2015]