

Griffin-Spalding County School System

Title: School Bus Driver	Category: Transportation
Job Details: 181 Days/Non-Exempt/Full Time	Reports To: Driver Supervisor
Updated: 12/17/2021 Reviewed: 12/17/2021	Salary Schedule: Bus Driver Pay Grade: BD

JOB SUMMARY

This transports students and other authorized persons on: daily planned general education bus routes, daily planned special education bus routes, vocational and career based programs and extracurricular trips as authorized by the local school system

ESSENTIAL FUNCTIONS

(Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all duties and responsibilities performed by incumbents of this class.)

- Operates multiple models of school buses in a safe and efficient manner
- Reports defective school bus equipment and accessories
- Performs required operational and safety inspections of the school bus and all related equipment
- Cleans and services the school bus to include interior cleaning and exterior bus washing, installation of fuel, oil and other fluids as directed
- Operates all hand and foot controls installed in a school bus (manual, air controlled and hydraulic)
- Performs basic first aid, as appropriate, which may include CPR
- Works effectively with groups of students of different grade levels, abilities or program placement
- Completes legible and accurate forms, records, reports and other documentation or data logging activities as required by the state or local school district
- Effectively manages student behavior on the bus
- Reports unsafe student behavior or conditions that require the attention of any person other than the driver
- Maintains planned route paths and stop locations
- Reports all unsafe conditions along designated route paths and bus stop locations
- Maintains prompt and regular attendance as physical presence on the job site is required
- Other duties as defined by the Director of Transportation or their designee

SUPERVISES

- No supervisory responsibilities

MINIMUM QUALIFICATIONS

- Must be at least 21-years old
- Must consent to a seven year MVR review
- Must consent to an annual DOT Drug and Alcohol Clearinghouse Query
- Must successfully obtain and maintain a Class A or Class B GA Commercial Driver's License with a P and S endorsement
- Must successfully complete the GA DOE school bus driver training program and courses as prescribed by the state and local board of education
- Must successfully pass the GA DDS Third Party Exam (Road Test and Vehicle Inspection)
- Must successfully complete a pre-employment drug screen

- Must pass a DOE physical examination (DE Form 0515)
- Must pass a criminal history background check
- Must obtain a GA DNR UST Class C certification
- Must have the physical ability to drive and perform all duties related to school bus operations

PREFERRED QUALIFICATIONS

- Possession of Class A or Class B Georgia Commercial Driver's License with a P and S endorsement
- High School diploma or GED certificate
- Defensive Driving Certification
- Two (2) years of experience working with school age children

COMPETENCIES NECESSARY TO DO THE JOB

- Must possess both mental and emotional stability, which ensures competency and efficiency when operating the school bus and reacting to potential emergency scenarios
- Must possess a high level of personal accountability
- Must be able to make independent decisions
- Must possess good moral character
- Must be able to communicate effectively and professionally with students, school staff, fellow employees and the general public
- Must maintain a professional appearance and positive attitude in the workplace
- Must be able to follow instructions
- Must be able to follow maps and written logistical instructions
- Ability to maintain emotional control under stress
- Ability to be regularly, predictably and reliably at work
- Ability to perform routine physical activities that are required to fulfill job responsibilities

EVALUATION

- Performance of this job will be evaluated by the Driver Supervisor in accordance with the provisions of the Board's policy on evaluation of classified personnel.