

TITLE *(Transportation) Bus Driver*

QUALIFICATIONS

1. High school diploma or G.E.D. preferred
2. Valid Tennessee commercial driver's license (CDL)
3. Minimum five years driving experience
4. Meets any additional requirements in accordance with state law and State Board Rules and Regulations
5. Meets health and physical requirements, including lung x-ray or tuberculin test upon initial employment and annual physical examinations

JOB GOAL

To safely transport students over specified routes

ESSENTIAL FUNCTIONS

1. Is in possession of a properly validated license at all times when on duty
2. Abides by all school board approved safety laws governing the operation of the bus, as well as those promulgated by the Tennessee Department of Safety and the Tennessee Department of Education
3. Practices personal cleanliness
4. Does not use tobacco while on the bus and does not allow students to use tobacco on the bus
5. Does not use alcoholic liquors or narcotics
6. Participates in the federally mandated drug testing program for commercial licensure
7. Drives the bus with the safety of children in mind at all times
8. Comes to a full stop at all railway crossings and arterial highways
9. Does not leave the bus unattended while students are onboard
10. Does not allow students to sit or stand in front of the safety bars at any time
11. Does not allow students to handle the controls of the bus at any time
12. Daily walks to the rear of the bus after completing the final morning and evening run to ensure that no child is left on the bus (i.e., sleeping, sick, etc.)
13. Daily sweeps the inside of the bus
14. Daily checks gasoline and oil levels
15. Keeps scheduled maintenance dates and turns in all required reports on time
16. Reports all malfunctions as soon as possible--does not wait for service date
17. Receives approval from the transportation supervisor before making route changes
18. Keeps an up-to-date route sheet on the bus at all times
19. Maintains a regular morning and afternoon schedule of arrival times for schools
20. Does not transport persons other than regularly enrolled pupils unless authorized to do so by the board of education, director of schools, or transportation supervisor
21. Observes proper order and requires the same of students
22. Personally reports misconduct of students to the principal
23. Special education driver
 - a. Loads and unloads students on the residence side of the roadway

- b. Always makes sure a parent/guardian is at the house before a special education student is offloaded
- 24. Offloading students
 - a. Comes to a full stop before any student is permitted to get on or off the bus
 - b. Makes sure that all departing students are at a safe distance from the bus before it resumes its forward motion
 - c. Does not permit students to leave the bus until approaching traffic from both directions has come to a complete stop
 - d. Keeps the service door open and the stop sign activated until all students who must cross in front of the bus are completely off the road
 - e. Does not allow students to cross until the driver signals them to do so
 - f. Does not allow students to offload the bus except at their designated school or designated bus stop; exceptions must be in writing from the parent/guardian and signed by the student's principal or the principal's designee
 - g. Notifies transportation supervisor for special education or kindergarten students when a parent/guardian is not at the house; transportation department staff attempts to locate an emergency contact via the school principal; if no one can be contacted, the student is delivered to the Hamblen County Youth Emergency Shelter at 320 West Third North Street, Morristown
- 25. Reports and has investigated by the police every accident, regardless of its severity; reports every accident to the transportation department immediately
- 26. Is responsible for the safe overnight parking of the bus
- 27. Does not stop at stores or other businesses en route
- 28. Does not install radios, stereos, etc., without the approval of the board of education, the director of schools, or the transportation supervisor
- 29. At the end of the school year, reports in writing any seat repairs to be completed during the summer
- 30. Conducts emergency evacuation drills for every student at least twice during each school year (once each semester), providing written documentation to the transportation supervisor (including date, time, place evacuation held, and signature of a witness) per Highway Safety Program Standard 19 - Pupil Instruction
- 31. Performs other duties as assigned

PHYSICAL DEMANDS

This job may require lifting of objects that exceed 50 lbs., or the average weight of a child, if assigned to elementary grades, with frequent lifting and/or carrying of objects weighing up to 25 lbs. Other physical demands that may be required are as follows:

- 1. Pushing
- 2. Pulling
- 3. Stooping
- 4. Kneeling
- 5. Reaching
- 6. Talking
- 7. Hearing
- 8. Seeing

VOCATIONAL PREPARATION

The required vocational preparation may come from any of the following:

1. Vocational education
2. Apprentice training
3. On-the-job training
4. Essential experience

TEMPERAMENT (Personal traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity
3. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria
4. Adaptability to dealing with students

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or adequately perform a task or job duty.

1. Intelligence: Ability to understand instructions and underlying principles; ability to reason and make judgments
2. Verbal: Ability to understand meanings of words and ideas associated with them
3. Manual Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly and accurately
4. Color Discrimination: Ability to perceive or recognize similarities or differences in colors or shades or other values of the same color

WORK CONDITIONS

High degree of discomfort due to exposure to temperature, fumes, dust, noise, traffic congestion, and hazardous weather conditions

TERMS OF EMPLOYMENT

1. 180-day contract
2. Bus driver salary scale

IMMEDIATE SUPERVISOR

Supervisor of Transportation

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.

Adopted 07/01/93
Revised 08/16/95