



Job Description

Title:	Bus Driver
Qualifications:	Meet all requirements to obtain a Commercial Driver's License (CDL). Be at least 18 years of age. Submit to random alcohol and drug testing. Meet all physical, mental, and moral requirements
Reports To:	Director of Transportation
Terms:	180 days
Pay Scale:	Transportation
Status:	Non-Exempt

Essential Responsibilities:

- Operates a bus over a route that has been designated and approved by the District and the State Department of Education. Drives in a safe manner in accordance with all applicable transportation laws, to include laws applying to railroad crossings.
- Operates equipment in accordance with all applicable laws and regulations. Performs pre-trip inspection, during operation inspection, observing bus gauges and ensuring all are in normal operating range, and performing post trip inspections of assigned vehicle. Checks every seat when the bus has completed its route to ensure that all children are off the bus.
- Maintains proper discipline among students being transported. Reports misconduct to the principal and/or administrators and supervisor for appropriate disciplinary action using designated forms.
- Uses various cleaning agents in maintaining a clean appearance of equipment and reports any vandalism or equipment failures to the supervisor immediately.
- Completes accurately and submits required Route Description for assigned route(s) by the designated date. Provides written reports of road hazards on assigned routes.
- Assigns students to seats and maintains an up-to-date status of students to the transportation office. Coordinates special needs of students with parents, aides, teachers and school administrators.
- Attends safety meetings. Operates a two-way radio to maintain communications with schools and the main transportation office.
- Maintains a current, valid commercial driver's license and other operator certification, including a physical examination card, as required. Participates in random drug and alcohol testing as required by the U.S. Department of Transportation (DOT) and District policy. Maintains an acceptable driving record.
- Exhibits acceptable employee conduct and presents a positive image of the District. always Complies with the District's Board policies and designated procedures.
- Observes the rights of children and families by maintaining confidentiality. Relates to all children, parents, and staff with friendliness and courtesy.

VISION

The School District of Marlboro County will partner with all stakeholders to develop responsible citizens, lifelong learners and global leaders.

MISSION

The mission of Marlboro County School District is to provide a quality education and enable all students to achieve their highest potential.

- Transports only authorized personnel and discharges students only at authorized stops on both regular routes and field trips.
- Willingly performs other duties as assigned or requested.
- All other duties as assigned by the Superintendent.

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write routine reports and correspondence. Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

Ability to deal with problems involving a variety of concrete variables in standardized situations.

Other Skills and Abilities:

Ability to pass a District typing test. Ability to operate a personal computer and related software. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and the Board of Education policies.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision and peripheral vision. Employee must have the ability to tell where a sound is coming from and distinguish between bells, buzzers, beeps, etc.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. The employee is continuously interacting with the public and staff.

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DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

EEO STATEMENT

Marlboro County School District is an Equal Opportunity Employer and does not discriminate based on age, sex, race, color, religion, national origin, handicap or disability, or any other protected characteristic in admission to, access to, treatment in or employment in its programs and activities.

SIGNATURES:

_____	Date: _____
_____	Date: _____
_____	Date: _____

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