

MIDDLESEX PUBLIC SCHOOLS JOB DESCRIPTION

TITLE: BUS DRIVER

- QUALIFICATIONS:**
- 1) High School Diploma or Equivalent
 - 2) Complete an "Application for Bus Driver's License" and pass a complete physical examination given by a New Jersey licensed physician.
 - 3) Comply with the fingerprinting process required by the New Jersey State Department of Education's Criminal History Review Unit.
 - 4) Possess a valid New Jersey driver's license, clean CDL, Passenger and School Bus endorsement license; and renew licenses as required by law and provide proof of renewal to the Secretary to the Business Administrator.
 - 5) Minimum of three years of previous driving experience.
 - 6) Ability to maintain passenger discipline to ensure their safety and well being and protect against vandalism.
 - 7) Ability to comply with the requirements set forth in the State and District's Harassment, Intimidation and Bullying law and policies.
 - 8) Ability to work and communicate with and interact positively with parents, staff and contractors.
 - 9) Have knowledge of the motor vehicle laws of the State of New Jersey.

REPORTS TO: Secretary to the Business Administrator
Business Administrator/Board Secretary

JOB GOAL: Provide, under the direction of the Secretary to the Business Administrator/Board Secretary, the safe and efficient transportation of the Middlesex Public School District pupils and perform all activities related to the operation of the school bus.

PERFORMANCE RESPONSIBILITIES:

- 1) Conducts a pre-trip safety inspection of the bus prior to every trip and completes the School Bus Condition Report.
- 2) Maintains discipline of passengers and reports disciplinary issues to Principal via Bus Conduct Report.
- 3) Adheres to safety rules when loading and unloading pupils.
- 4) Adheres to established routes, designated bus stops and keeps to assigned time schedule.

- 5) Performs interior bus cleaning duties daily, and after extra runs, cleans windows and refuels the vehicle.
- 6) Participates in emergency evacuation drills, planned and scheduled by the building Principals, at least twice a year.
- 7) Use of cell phones or other mechanical devices is prohibited while operating school bus.
- 8) Transports only authorized pupils.
- 9) Obeys all traffic laws and observes mandatory school bus safety regulations.
- 10) Reports all accidents and pupil injuries immediately to the principal and the Secretary to the Business Administrator and completes required reports.
- 11) Performs interior vehicle walk through after drop-off at each school and at the conclusion of each run to ensure all students and students' property are removed.
- 12) Performs other duties as assigned.

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of non-certified staff.

APPROVED BY: BOE **DATE:** 8/27/12

REVISED: _____

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Legal References:

N.J.S.A. 18A:6-7.1	Criminal History
N.J.S.A. 18A:16-2	Physical Examinations; Requirements
N.J.S.A. 18A:25-2	Authority Over Pupils
N.J.S.A. 18A:39-18	Information on Bus Drivers To Be Furnished
N.J.S.A. 18A:39-19.1	Information on Bus Drivers To Be Furnished (Bus drivers; submission of home address and fingerprints; criminal history record, check qualification; valid bus drivers license)
N.J.S.A. 18A:39-20	Approval
N.J.S.A. 39:5D-1	Commercial Driver License
N.J.A.C. 6:3-4A.4	Requirements of Physical Examinations
N.J.A.C. 6A:27	Student Transportation
N.J.A.C. 6A:27-12.1	Drivers and Aides

Immigration and Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

**Transportation Employee Testing Act of 1991 School bus drivers,
49 CFR 382.103 Employee Education/Supervisor Training,
49 CFR 382.1202, 1203**

R.S. 39:3-10.1 Commercial Motor Vehicle Act of 1986