



JOB DESCRIPTION

POSITION TITLE:	Field Trip Bus Driver
LOCATION:	Transportation Department
CLASSIFICATION:	Hourly
WORK SCHEDULE:	Mon – Fri (4pm – until), some weekends as needed
CALENDAR LENGTH:	School year
STARTING PAY:	\$20.00/hour

JOB DESCRIPTION:

Under the supervision of the Director of Transportation and Associate Director of Transportation, the Field Trip Bus Driver is responsible for performing the following duties:

1. Must have CDL B permit and/or willing to receive CDL training and have updated physical and yellow card.
2. Must have acceptable BMV record with no more than 2 points on license.
3. Safely transport students, teachers and others on school field or activity trips at designated locations and stay with bus until field trip is complete.
4. Must be willing to work Monday – Friday from 4pm until end of trip and some weekends, as needed. Must report to Transportation Building first during weekday trips.
5. Must be able to attend mandatory monthly meetings with Transportation Leadership and make up meetings as necessary.
6. Must be flexible and willing to accept trips that are available and have not been awarded to PM drivers.
7. Must use professional and proper radio etiquette during two-way radio operation.
8. Inspect the assigned school bus on a daily basis prior to transporting of passengers to ensure that the school bus is in good, clean and safe working order.
9. Clean and refuel the school bus as needed.
10. Ensure that a communication device is in proper working order before each trip.
11. Report all mechanical deficiencies, traffic violations, or accidents, promptly.
12. Arrange for and ensure completion of routine maintenance of the school bus (e.g., oil change); transport the school bus to and from maintenance and/or repair facilities.
13. Maintain order and discipline in an effective and courteous manner among students being transported in accordance with district policies and procedures; report any incidents involving student discipline.
14. Observe and track route timing, such as total time en-route, time between stops, loading and unloading times or any other requested information for the purpose of establishing route efficiency, as requested.
15. Maintain and submit records and reports as required.
16. Follow procedures to ensure that no child is left alone on the school bus without adult supervision at any time, and that all children have departed the school bus at the end of all bus routes (morning,

evening and during field trips or other special trips).

17. Inventory bus emergency and first aid supplies and equipment; reports needs to the garage staff.
18. Prepare assistants and children for bus drills and ensure that school bus evacuation drills are held as required.
19. In case of accidents/emergencies, evacuate children according to written and practiced procedures, ensure that medical emergency procedures are followed; complete a written report as required.
20. Attend and participate in training sessions and other continuing education, career and professional development opportunities.
21. Other duties as assigned by Transportation Leadership

EXPERIENCE

- Must have CDL Class B
- Successful prior experience working as a bus driver, preferably in a school district transporting children.

REQUIREMENTS

- Motor Vehicle Operator's (DMV) License.
- Unexpired Commercial Driver's License (CDL), class B with Passenger and School Bus endorsement.
- Over 21 years old
- Clean driving record
- Ability to pass a national background check

EDUCATIONAL REQUIREMENTS

- High school diploma or GED

PHYSICAL DEMANDS

Seldom = Less than 25%

Occasional = 26 to 50%

Often = 51 to 75%

Very Frequent = Greater than 75%

PHYSICAL REQUIREMENT	PERCENTAGE OF TIME
Ability to stand for extended periods of time	Very frequent
Ability to lift 25 pounds	Often
Ability to carry 25 pounds	Often
Ability to work at a desk, conference table or in meetings of various configurations	Often
Ability to see for the purpose of reading rules and policies and other printed matter	Often
Ability to communicate so others will be able to clearly understand a normal conversation	Very frequent
Ability to operate job-related equipment	Very frequent
Ability to reach in all directions	Very frequent

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