



## NORTH ALLEGHENY SCHOOL DISTRICT

JOB PROFILE: **Bus Driver**  
Reports to: Transportation Manager

**Classification:** Classified

**Hours/Day:** 4-8

**Days/Year:** 183

### **Purpose/Summary**

To be responsible for driving school vehicles according to established transportation schedules and routes to transport students to and from school and school activities in the safest and most efficient manner.

### **Essential Duties and Responsibilities**

- Maintains a reasonable and normal degree of safety at all times.
- Picks up and drops off students only at assigned stops.
- Ensures students cross the roadway only in front of the bus.
- Knows and obeys all traffic rules and regulations to ensure safe driving practices.
- Does not load the bus beyond stated capacity.
- Operates a clean school bus and encourages students to keep it clean.
- Sets a good example; demonstrates a pleasant, professional, and cheerful disposition; refrains from using profanity.
- Conducts and demonstrates an emergency evacuation drill and emergency procedure twice a year.
- Passes a physical exam that meets the State of Pennsylvania's requirements.
- Submits to random drug and alcohol testing, when selected.
- Fulfills other duties and tasks assigned by direct supervisors.

### **Education and/or Experience**

High School Diploma or equivalent and be 18 years of age  
Minimum five years of driving experience

### **Certifications, Licenses, Registrations**

Must possess appropriate State License with CDL Endorsement  
Act 34/151/114/126/168 Clearances/Certifications required.  
Check of Motor Vehicle Report to include no accidents and/or traffic violations considered to be excessive  
Required

### **Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill and/or ability required.*

### **Knowledge and Abilities**

Knowledge of current office technology devices and applications. Ability to think critically and problem solve. Ability to understand content to organize, manage and communicate electronically.

**Academic Skills** – Driver must undergo a 24-hour course of instruction required by the State of Pennsylvania. In addition, the Driver must undergo additional instruction required by the North Allegheny Transportation Department.

**Language Skills** – Must possess the ability to use the language in both oral and written form. Be able to communicate information and ideas in speaking so others will understand.

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*Math Skills* – Knowledge of basic arithmetic and applications. Possess the ability to develop spreadsheets to manage and provide data for interpretation.

*Technology Skills* – Demonstrate competency with up-to-date computer software.

### ***Other Skills and Abilities***


Ability to effectively operate the bus in a safe and efficient manner while maintaining good school/public relations and upholding personal and moral standards.

Ability to assist in the educational growth and development of each child, particularly in the areas of safe conduct through communication of concerns relating to discipline problems, equipment defects, safety hazards, accidents, and vandalism, while maintaining accurate records that adhere to Board Policy and Department rules and regulations.

Must be able to sit for lengthy periods of time during longer bus run routes.

### ***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. This position is considered to be a SEDENTARY Physical Demand Characteristic of Work position according to the physical demand's strength rating of the Dictionary of Occupation Title, Fourth edition published by the US Department of Labor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

| Primary Work Location   |  |  |  |   |
|---|--|--|--|---|
| Office Environment  |  | Shop   |  |   |
| Classroom/Building  |  | Vehicle  |  |   |
| Outdoors  |  | Travel   |  |   |
| <b>Sedentary (S)</b>  | <b>Light (L)</b>   | <b>Medium (M)</b>  | <b>Heavy (H)</b>   | <b>Very Heavy (V)</b>   |
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.   | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly or requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly or requires frequent running or climbing. | Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently or up to 20-50 lbs. constantly. |
| <b>Physical and Non-Physical Demands Key</b>  |  |  |  |   |
| <b>C=Continuously</b>   | <b>F=Frequently</b>  | <b>O=Occasionally</b>  | <b>R=Rarely</b>  | <b>N=Never</b>  |
| 2/3 or more of the time.  | From 1/3 to 2/3 of the time.   | Up to 1/3 of the time.   | Less than 1 hour per week.   | Never occurs.   |
| <b>Standing</b>   | <b>O</b>   | <b>Crawling</b>  | <b>N</b>   |   |
| <b>Sitting</b>  | <b>C</b>   | <b>Bending</b>   | <b>R</b>   |   |
| <b>Walking</b>  | <b>O</b>   | <b>Twisting</b>  | <b>R</b>   |   |
| <b>Lifting</b>  | <b>R</b>   | <b>Climbing</b>  | <b>F</b>   |   |
| <b>Carrying</b>   | <b>R</b>   | <b>Balancing</b>   | <b>R</b>   |   |
| <b>Pushing/Pulling</b>  | <b>F</b>   | <b>Vision</b>  | <b>C</b>   |   |
| <b>Reaching</b>   | <b>F</b>   | <b>Hearing</b>   | <b>C</b>   |   |
| <b>Handling</b>   | <b>F</b>   | <b>Talking</b>   | <b>C</b>   |   |
| <b>Fine Dexterity</b>   | <b>F</b>   | <b>Foot Controls</b>   | <b>C</b>   |   |
| <b>Kneeling</b>   | <b>R</b>   | <b>Teamwork</b>  | <b>R</b>   |   |
| <b>Crouching</b>  | <b>R</b>   | <b>Tedious or exacting work</b>  | <b>O</b>   |   |
| <b>Time pressures</b>   | <b>F</b>   | <b>Noisy or distracting environment</b>  | <b>F</b>   |   |
| <b>Emergency situations</b>   | <b>R</b>   | <b>Multi-building travel to work area</b>  | <b>F</b>   |   |
| <b>Frequent change of tasks</b>   | <b>R</b>   | <b>Simultaneous multiple tasks</b>   | <b>O</b>   |   |
| <b>Irregular work schedule/Overtime</b>   | <b>N</b>   |  |  |   |
| The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned. |  |  |  |   |
| <b>Director of Human Resources Signature</b>  |  |   |  |   |
| <b>Date of Approval</b>   |  | 6/7/2022   |  |   |

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