

## **OLD RIDGE TOWNSHIP PUBLIC SCHOOLS**

### **Job Description**

**TITLE:**                **School Bus Driver**

#### **QUALIFICATIONS:**

1. Possession of a clean CDL, Class B, Passenger Endorsement, School Bus Endorsement License and all required endorsements as determined by state law and regulations.
2. Minimum of three years previous safe driving experience.
3. Ability to maintain passenger discipline to ensure their safety and well being and protect against vandalism.
4. Ability to comply with requirements set forth in the state and district's Harassment, Intimidation and Bullying law and policies.
5. Ability to work with and interact positively with parents, staff and contractors
6. Ability to communicate effectively with students, parents and staff.
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

**REPORTS TO:**        Director of Transportation

**JOB GOAL:**            To transport pupils in a safe and efficient manner and perform all activities related to the operation of the school vehicle.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Conducts a pre-trip safety inspection of the bus prior to every trip and completes the School Bus Condition Report.
2. Notifies transportation Director of any mechanical malfunctions and/or safety hazards.
3. Adheres to established routes, designated bus stops and keeps to assigned time schedule.
4. Transports only authorized pupils.
5. Obeys all traffic laws and observes mandatory school bus safety regulations.
6. Maintains discipline on the bus and reports violations to the building principal or other authorized individual.
7. Performs interior vehicle walk-through at the conclusion of each run to ensure that no pupil remains on the vehicle.
8. Reports all accidents and pupil injuries immediately to the principal and the Director of Transportation and completes required reports.
9. Participates in emergency evacuation drills in accordance with Board policy, and instructs passengers regarding safety regulations and other bus rules.

10. Performs interior bus cleaning duties daily, cleans windows and exterior as needed, and refuels the vehicle.
11. Maintains regular and punctual attendance.
12. Carries out other duties as assigned by Transportation Director.

#### **TERMS OF**

**EMPLOYMENT:** 10 month contract, salary and benefits in accordance with the Collective Negotiations Agreement between the Board and the OBEA

**PROPOSED:** 11/14/2006

**APPROVED:** 11/21/2006

**REVISED:** 02/15/2011

#### **Legal References:**

<u>N.J.S.A.</u> 18A:6-7.1	Criminal history
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:25-2	Authority over pupils
<u>N.J.S.A.</u> 18A:39-18	Information on bus drivers to be furnished
<u>N.J.S.A.</u> 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)
<u>N.J.S.A.</u> 18A:39-20	Approval
<u>N.J.S.A.</u> 39:5D-1	Commercial driver license
<u>N.J.A.C.</u> 6:3-4A.4	Requirements of physical examinations
<u>N.J.A.C.</u> 6A:27	Student transportation
<u>See particularly:</u>	
<u>N.J.A.C.</u> 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