

School Bus Driver, Substitute Bus Driver

Summary of Responsibilities

Provides for the safe and orderly operation of the school bus while transporting passengers to and from their assigned school or school-related function. Complies with school system, state and federal policies, procedures and regulations, including the PSC Code of Ethics. Acts in a professional manner and maintains a professional attitude towards the public, students, and colleagues. Exhibits the fundamentals of good public /customer service.

Functions & Tasks

- Abides by procedures and policies regarding the safe and orderly operation of the bus including pick up and drop off procedures and loading and unloading procedures
- Maintains a pattern of prompt and regular attendance.
- Maintains confidentiality of sensitive information and material.
- Participates in appropriate training, workshops and staff development activities
- Must be available at all times during the school day in case we need to evacuate a school.

Pre-Post Trip Daily Inspections

- Performs pre-and post-trip inspections of bus as required by department. Fuels the assigned bus as needed.
- Maintains a clean bus (inside and out) as prescribed by the department.
- Delivers bus to maintenance shop as directed by pre-arranged monthly schedule.
- Submits all reports in a timely manner as required by the Department of Transportation.

Department Meetings

- Attends all bus driver safety meetings and bus driver training sessions.
- Conducts emergency evacuation drills as required.
- Maintains student discipline on the bus and refers serious infractions to appropriate administrator.

Required Minimum Education, Training, and Licensing: Age/License

- The minimum age to qualify as a school bus driver is twenty-one (21) years.
- Possess a valid Georgia Class B Commercial Driver's License with a School Bus (S), Passenger (P)
- Pass the State Department of Education approved physical examination by a licensed physician within 60 days prior to employment or start of school.
- Successfully complete the School Bus Driver Training Program including, but not limited to: Pass Endorsement General Tests (Knowledge, School, Passenger, and Air Brake).
- Complete 12 Hours Class Unit Training conducted by Certified Instructor/Trainer. Complete 6 and 6 Training: Six hours with students and 6 hours without students.
- Pass GA DDS Commercial Driving Test (third party road test).
- The candidate's driving record, as verified by a license check with the Georgia DMV/Department of Public Safety, must not contain citations for driving under the influence of drugs or alcohol, or other serious/numerous traffic violations.
- Must attend required monthly and yearly safety meetings.

Qualifications

Pass the initial Employment Criminal Background Check; pass the Drug and Alcohol Test with only

negative results. A minimum 2 years driving experience preferred and certification in First Aid and CPR

Reports to: Transportation Director

Updated: June 2023