



## **Bus Driver**

### **FLSA STATUS**

Non Exempt

### **POSITION SUMMARY**

The job of Bus Driver is done for the purpose(s) of providing support within the student transportation services area with specific responsibilities for transporting students over scheduled routes and/or to/from special excursions; ensuring vehicle operation is in safe operating condition; and ensuring the safety of students during transport, loading and unloading from buses.

### **ESSENTIAL FUNCTIONS**

- Advises students and other passengers of appropriate behavior for the purpose of reinforcing established guidelines and maintaining passenger safety.
- Assesses incidents, complaints, accidents and/or potential emergency situations (e.g. road hazards, medical emergencies, accidents, etc.) for the purpose of resolving and/or recommending a resolution to the situation.
- Assists students and other passengers for the purpose of providing safe loading and unloading from buses during normal transport and emergency situations.
- Attends in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Cleans assigned vehicles, both interior and exterior for the purpose of ensuring safety, appearance, and sanitation of vehicle.
- Completes mountain driving course successfully before being allowed to drive on the mountain for the purpose of ensuring they are familiar with how to safely drive up and down the mountain.
- Conduct emergency evacuation drills (e.g. twice yearly drills, etc.) for the purpose of ensuring efficiency of procedures and complying with mandatory requirements.
- Drives a school bus for the purpose of transporting passengers over scheduled routes to and from school and/or field trips in a safe and timely manner.
- Fuels assigned vehicle (e.g. oil, water, fuel, etc.) for the purpose of maintaining vehicles in a safe operating condition.
- Informs other school personnel and parents of events, policies and/or practices (e.g. scheduled stops, established routes, route conditions, etc.) for the purpose of providing information and/or clarification of procedures.
- Monitors students and other passengers during transit for the purpose of ensuring the safe transportation of all passengers.
- Perform pre-trip and post-trip inspections (e.g. fluid levels, tire pressure, exterior condition, etc.) for the purpose of ensuring the safe operating condition of the vehicle and complying with mandated guidelines.
- Prepares reports (e.g. field trip reports, incident reports, inspection records, passenger misconduct, mileage logs, student counts, routing information, etc.) for the purpose of documenting activities, providing written reference, conveying information, and/or complying with established guidelines.
- Reports observations and/or incidents (e.g. discipline, accidents, inappropriate social behavior, etc.) for the purpose of communicating information to appropriate personnel for their action.
- Responds to inquiries from students, parents, and/or staff for the purpose of providing the necessary information regarding transportation services.
- Other duties as assigned.

## **SUPERVISORY CONTROLS**

This job reports to the Transportation Director. This position does not supervise any other staff.

## **KNOWLEDGE, SKILLS, ABILITIES AND OTHER COMPETENCIES**

- Ability to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid; applying pertinent codes, policies, regulations and/or laws; operating district vehicles, fire extinguisher, two-way radio, and standard office equipment, and preparing and maintaining accurate records.
- Ability to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: emergency evacuation techniques; area streets and locations; basic vehicle maintenance; first aid; health standards and hazards; pertinent codes, policies regulations and/or laws; safe driving practices; safety practices and procedures; two way radio communication; utilizing wheelchairs, tie downs, child safety seats, lifts, etc. (by assignment) and is familiar with current and emerging technology used in the transportation area.
- Ability to schedule activities, and/or events, gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; communicating with diverse groups including school age riders; displaying tact and courtesy; establishing and maintaining effective working relationships; exercising sound judgment; maintaining an understanding of the special needs of students and their parents; maintaining confidentiality; and working with constant distractions.
- Ability to work under limited supervision using standardized practices and/or methods; providing information and/or advising others; operating within a defined budget; utilization of some resources from other work units may be required to perform the job functions. There is a continual opportunity to significantly impact the organization's services.

## **EDUCATION, EXPERIENCE, CERTIFICATION AND LICENSES**

- Job related experience is not required.
- High school diploma or equivalent.
- Valid CDL Driver's License with S and P endorsements, DOT Physical, CPR/First Aid Certificate

## **WORK ENVIRONMENT**

The usual and customary methods of performing the job functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 15% walking, and 5% standing. The job is performed at temperature extremes and under conditions with some exposure to risk of injury and/or illness.

## **BACKGROUND CHECK**

As part of our hiring process, we will conduct a background check on all potential employees, which may include a review of your criminal history, employment verification, and education records.

I have reviewed this job description and I understand all the requirements, my job duties and responsibilities. I am able to perform the essential functions as outlined.

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Employee Signature

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Date