



## BUS DRIVER

### Job Overview

The job of Bus Driver was established 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 is in safe operating condition; and ensuring safety of students during transport, loading and unloading from buses.

This job reports to the Director of Transportation.

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### Job 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 unit meetings, 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.
- Conducts emergency evacuation drills at least twice a year for the purpose of ensuring efficiency of procedures and complying with mandated requirements.
- Drives school bus/s 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 vehicle 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.
- Performs 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 trips reports, incident reports, inspections 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.

*Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.*

### Working Environment

The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Generally, the job requires 80% sitting, 10% walking, and 10% standing.



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Physical Requirements: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.

## Qualifications

**Minimum experience:** Job related experience

**Minimum education:** High School diploma or equivalent

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Ability to adhere to safety practices, administer first aid, apply pertinent codes, policies, regulations and/or laws, operate district vehicles, fire extinguisher, two- way radio, and standard office equipment, and prepare and maintain accurate records.
- Knowledge of 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, and utilizing wheelchairs, tie downs, child safety seats, lifts, etc. (by assignment).
- Ability to be attentive to detail, communicate with diverse groups including school age riders, display tact and courtesy, establish and maintain effective working relationships, exercise sound judgment, maintain an understanding of the special needs of students and their parents, maintain confidentiality, and work with constant distractions.

### Required Testing:

Alcohol and Drug Test

### Required Certificates and/or Licenses:

CDL with P&S endorsement

### FLSA Status:

Non-exempt

### Continuing Education/Training:

CPR Certification  
Annual Physical Safety Training

### Clearances:

Criminal Justice Fingerprint/Background  
Clearance

### Employee Type:

Classified

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