

**Qualifications:**

- High School Diploma or equivalent.
- Valid Driver's License with a good driving record
- CDL License with passenger school bus endorsement and current Bus Drivers Pocket Card

**Nature of Work:**

Under general supervision, operates a school bus on assigned route(s) and schedule to provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the programs and offerings of the school system. Work involves performing pre-and post-trip inspections of the bus; operating a bus; obeying all traffic laws and school bus regulations while operating the bus; observing all safety regulations and standards for school buses; and maintaining discipline of students assigned to ride the bus. Employee is also responsible for completing all required reports and securing the assigned bus before leaving the vehicle at the conclusion of a run or route. Employee must exercise tact and courtesy in maintaining acceptable relations with parents/guardians of students transported and with school personnel.

**Knowledge, Skills, and Abilities:**

- Considerable knowledge of safe and efficient practices and procedures used in the operation of a school bus.
- Considerable knowledge of traffic laws and school bus regulations.
- Considerable knowledge of safety regulations and standards for school buses.
- General knowledge of Transportation Department Operating Instructions.
- Ability to physically inspect the bus according to Transportation Department Operating Instructions.
- Ability to detect and report observable mechanical defects or failures on the school bus.
- Ability to maintain discipline of students assigned to ride the school bus.
- Ability to maintain a clean school bus.
- Ability to complete required reports.
- Ability to understand and follow oral and written instructions.
- Ability to exercise independent judgment and initiative in applying standards to a variety of work situations.
- Ability to exercise tact and courtesy in contact with parents/guardians or students and with school personnel.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.

## Essential Job Functions:

- Observes all safety regulations and standards for school buses. This includes clearing the school bus and evacuating students quickly in the event of an emergency.
- Has a copy of the current Handbook for the School Bus Driver and the Safety Assistant; refers to it periodically for guidance and to answer questions.
- Maintains discipline of students assigned to ride the school bus. Establishes a discipline plan that is consistent with school disciplinary objectives, as stated by the principal, and which provides a clear, progressive plan of consequences for students who cause disciplinary problems and rewards for those who maintain proper school bus safety standards.
- Reports undisciplined students to the responsible school principal.
- Discharges students only at the authorized school or bus stop locations.
- Transports only authorized students.
- Keeps the school bus clean and free of papers, bottles, cans food wrappers and other items which may present a safety problem.
- Reports all accidents as required by Transportation Operating Instructions and remains at the scene of the accident until released by the on-scene transportation supervisor.
- Completes personal time card and required reports, including reports required in the event of an accident or incident aboard the school bus.
- Remains in charge of all students aboard the bus at the time of an accident, determining the existence and extent of any injuries and maintaining the safety of all passengers.
- Secures the assigned bus before leaving the vehicle at the conclusion of a run or route. This includes parking the vehicle properly, making a visual inspection of the bus to check for damage and the possibility of remaining passengers (replace All-Out Flag or turn off child minder alarm), and securing all windows and doors to protect the interior of the vehicle.
- Performs other duties and responsibilities as assigned by supervisor.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_