Bus Driver
Washtenaw Intermediate School District

Job Title: Bus Driver
Department: Transportation
Reports To: Transportation Supervisory Staff
Revision Date: September 19, 2013

SUMMARY

This position requires a bus driver to transport students to and from school/programs safely. The driver must display a thorough understanding of the safe operation of a school bus, and exhibit excellent customer service.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Provide safe transportation of students throughout Washtenaw County, including guaranteeing the safe loading and unloading of all students.
- Demonstrate the ability to follow and carry out instructions furnished in written, oral and diagram form i.e., issue bus citations/incident reports as appropriate, prepare student reports, collaborate with appropriate school district personnel in student's seating assignments and other related needs.
- Maintain close communication with Washtenaw ISD Transportation Services staff, teachers, parents/guardians, and the community.
- Keep supervisor informed of potential problems or unusual events (Via radio, etc.).
- Assist in the communication of students needs to appropriate school personnel.
- Provide direct/indirect supervision of students.
- Meet and maintain all requirements for Commercial Driver Licensure (CDL), including continuing education and physical requirements.
- Exhibit at all times appropriate role modeling through language, dress, hygiene and expressing appropriate attitudes toward each student's individual special needs.
- Maintain the interior of assigned (or substitute) bus so as to guarantee a clean and sanitary environment for individuals being transported.
- Develop and maintain a cooperative working relationship with school personnel and others while maintaining flexibility and confidentiality.
- Perform related clerical tasks as required.

- Exhibit interpersonal skills to work as an effective team member.
- Demonstrate excellent customer service.
- Ability to lift, move and carry 50 pounds.
- Regular, predictable attendance.
- Other duties, as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- High school diploma or general education degree (GED).
- Ability to read and comprehend instructions.
- Possess a valid Michigan driver's license and meets local or state standards for driver record check. Must possess or be able to obtain a Commercial Driver's License (CDL) with the endorsements of B (weight class), Airbrakes, P (passenger), and S (school bus).
- Experience as a bus driver working with disabled students and the ability to work with disabled students a plus.
- Ability to perform all duties with an awareness of all district requirements and Board policies.
- Ability to maintain the proper records and reports as required.
- Excellent customer service skills.

CERTIFICATES, LICENSES, REGISTRATIONS

- Possess a valid Michigan driver's license and meets local or state standards for driver record check.
- Meet Michigan Department of Education standards of past driving performance.
- Commercial Driving License (CDL B, P, S & Air Brakes).
- Michigan School Bus Driver Certification.
- Meets state and federal health requirements.

TECHNICAL SKILLS

- Computer literate or willingness to participate in workshops and training sessions.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating instructions and procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumferences, and volume. Ability to apply concepts of basic algebra.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk (includes uneven terrain); sit; use hands to finger, handle, or feel; reach with hands and arms; squat, twist, turn, stoop, kneel, crouch, or crawl; and talk or hear. The employee occasionally lifts and/or moves up to 50 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be exposed to moving mechanical parts, fumes, toxic or caustic chemicals, electrical units, vibrations, slippery or uneven surfaces. The noise level in the work environment is usually moderate. Working conditions include indoors and outdoors as well as inclement weather.

TERMS

Split shifts; Must be able to drive Monday through Friday, both morning and afternoon shifts. Training rate of pay is $10.00 per hour. Rate of pay after training begins at $13.00 per hour. Each verifiable year of previous school bus driving experience will add $0.25 to your rate of pay per hour up to a maximum of $15.00 per hour. Complete background check includes fingerprinting, Department of Transportation Physical and pre-hire drug screen.

Complete online application at:
http://www.applitrack.com/washtenaw/onlineapp/jobpostings/view.asp?&category=Transportation&category=Transportation

FUNCTIONS OF POSITION DESCRIPTION

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and ability as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct and control the duties of employees under supervision. The WISD retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This position description is not a contract for employment.

The WISD is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Washtenaw Intermediate School District is a drug-free workplace and District policy requires drug testing for all potential employees. This position is subject to random drug and alcohol testing.

It is the policy and commitment of the Washtenaw Intermediate School District not to discriminate on the basis of race, sex, age, color, national origin, religion or handicap in its educational programs, activities, admissions, or employment policies in accordance with Title IX of the 1972 Educational Amendments, executive order 11246 as amended, Section 504 of the Rehabilitation Act of 1973 and all other pertinent state and Federal regulations.