

Oxford
SCHOOL DISTRICT



Job Description:	Bus Driver	FLSA Status:	Non Exempt
Department:	School Services	Code:	
Location:	Transportation Facility	Reports to:	Transportation Supervisor
Position Type:	Part time	Version:	

Description of Position: The School Bus Driver is responsible for safely operating the school bus according to a set daily schedule. He/she must ensure that the school bus is in good operating condition at all times, pick up and drop off students as per the schedule, maintain order and security on the bus and obey all laws, regulations and rules of conduct. The School Bus Driver must also deal with residents and members of the public in a courteous and respectful manner. This includes receiving complaints about schedules and levels and quality of service. The School Bus Driver must make note of and report on any such complaints and respond in a courteous and respectful manner.

Essential Duties and Responsibilities

- Safely drives a school bus on days when school is in session over designated routes in accordance with time schedules, loading and unloading students at designated locations.
- Transports students, teachers and others on school field or activity trips.
- Inspects assigned bus on a daily basis prior to transporting of passengers to ensure that bus is in good, clean and safe working order.
- Cleans and refuels bus as needed.
- Ensures that a communication device is in proper working order before each trip.
- Reports all mechanical deficiencies, traffic violations, or accidents, promptly.
- Arranges for and ensures completion of routine maintenance of bus (e.g., oil change); transporting the bus to and from maintenance and/or repair facilities.
- Maintains order and discipline in an effective and courteous manner among students being transported in accordance with district policies and procedures; reports any incidents involving student discipline.
- Observes and tracks route timing, such as total time en-route, time between stops, loading and unloading times or any other requested information for the purpose of establishing route efficiency, as requested.
- Maintains and submits records and reports as required.
- Follows procedures to ensure that no child is left alone on bus without adult supervision at any time, and that all children have departed bus at the end of all bus routes (morning, evening and during field trips or other special trips).
- Inventories bus emergency and first aid supplies and equipment; reports needs to the Director School Services.
- Prepares aides and children for bus drills and ensures bus evacuation drills are held as required.
- In case of accidents/emergencies, evacuates children according to written and practiced procedures, ensures that medical emergency procedures are followed; completes a written report as required.
- Attends and participates in trainings, and other continuing education, career and professional development opportunities.
- Perform other duties as assigned

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- Maintain regular attendance

Qualifications and Education Requirements

- High School diploma or GED
- Must be able to pass all required training required by the school district and the Mississippi Department of Education
- Must pass police background record check
- Must be eighteen (18) years of age
- Must be able to lift a minimum of 25 lbs.
- Knowledge of all traffic laws, regulations, road signs and related information.
- Motor Vehicle Operator's (DMV) License.
- Current Commercial Driver's License (CDL), class B with Passenger and School Bus endorsement.

Preferred Skills

- Manual dexterity sufficient to operate the bus, conduct pre-trip inspections, and clean the bus.
- Visual and auditory acuity within professionally determined normal ranges, with correction if needed.
- Effective verbal and written communication skills.
- Ability to learn and comprehend information from procedures manuals and other materials.
- Ability to physically move through the bus, center and classrooms.
- Ability to maintain composure and perform responsibilities under pressure and in cases of accidents or other emergencies.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:	Sonny Brownlee	Date/Time:	7/1/2016

Employee Statement of Understanding

- I have read and understand the job description for my position. I am able to perform all the essential functions of this position. I agree to comply with the Oxford School District policies and all laws, rules, regulations, and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the laws or the standards to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the Oxford School District. All employees are to adhere to the values and ethical standards of the Mississippi Educator Code of Ethics.

(Signature)

(Date)

Oxford School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, sex, age disability or veteran status in its programs and activities.