

ASHTABULA AREA CITY SCHOOLS
JOB DESCRIPTION

BUS DRIVER (SCHOOL BUS/SCHOOL VAN)

JOB SUMMARY:

To safely and efficiently transport students and if applicable staff, and to assist the Transportation Supervisor in operating the Transportation Department safely, effectively and efficiently.

QUALIFICATIONS:

1. Possess a High School diploma or GED.
2. Ability to meet all criteria, qualifications, T8/and physical examinations established by the federal government, the State of Ohio, and the Board for bus driver certification and possess the appropriate licensing required by federal law and/or state law.
3. Possess/maintain the Driver Certification form issued by the Superintendent of Schools.
4. Possess comprehensive knowledge of driving safety and courtesy.
5. Possess the ability to maintain effective pupil behavior management control over groups of children.
6. Demonstrate ability to walk up and down steps, climb ladders, and walk the aisle of a school bus and school van.
7. Demonstrate ability to perform basic mathematics (e.g. add, subtract, multiply and divide whole numbers, fractions and decimals, and to calculate percentages.)
8. Possess basic computer skills.
9. Possess interest in and empathy for children.
10. Maintain tactful, cooperative relationships with those contacted in the course of work (e.g. students, parents, general public, and employees.)
11. Recognize and respond to emergency situations quickly and calmly.
12. Must be neat and clean in appearance.
13. Take pride in the position and the work.

14. Promote the vision and educational philosophy of the district.
15. Provide an employment and/or school record demonstrating stability, regular attendance, safety consciousness, cooperation and responsibility.
16. Demonstrate ability to lift up to 70 pounds safely and to demonstrate physical dexterity.
17. Possess ability to work with other employees in a productive and cooperative manner.

PERFORMANCE RESPONSIBILITIES:

1. Operate a School Bus or School Van as assigned.
2. The driver is always in charge of and in control of the overall operation of the school bus or school van including child and passenger safety.
3. Properly use time accumulation terminals to record accurate job description, proper route number, and odometer readings for all assignments.
4. Drive assigned routes in a safe, lawful, efficient and consistently timely manner.
5. Perform daily vehicle (School Bus and/or School Van) inspections in accordance with the Ohio Preservice School Bus Driver Training Manual and/or the Ohio Preservice Van Driver Training Handbook as applicable.
6. Keep the inside and outside of the assigned vehicle clean.
7. Complete reports and provide information as required by Board procedures and policies to the Transportation Supervisor and/or the Director of Operations.
8. Prepare written bus conduct reports for the purpose of keeping parents, and administrators informed of discipline problems.
9. Ensure regular vehicle servicing at the Bus Garage and report any required maintenance to the Transportation Supervisor.
10. Instruct and assist students on emergency drills and rules as required by the Ohio Pupil Transportation Operation And Safety Rules.
11. Observe and follow all regulations covered in the Ohio Pupil Transportation Operation And Safety Rules, current Bus Riders Manual and current Bus Rider/Student Conduct Code.

12. Perform duties in a safe manner and report any potential safety issues to the Transportation Supervisor and/or Director of Operations.
13. Maintain a cooperative behavior with fellow employees, administrators, parents and students, always promoting the district's mission.
14. Interact thoughtfully and courteously with students, staff, and parents to resolve conflicts in a professional manner.
15. Assist other transportation personnel in work assignments when necessary (not in a supervisory capacity).
16. Use of personal cell phones and personnel electronic devices is prohibited, except for emergency situations.
17. Remain free of any alcohol or non-prescribed controlled substances in the workplace throughout his/her employment with the district.
18. Perform all other duties as assigned by the administration.
19. Serve as a role model for students as to how to conduct themselves as citizens and as responsible, intelligent human beings; and help to instill in students the belief in and practice of ethical principles and democratic values.
20. Required to be familiar with all relevant board policies, administrative guidelines and operation procedures that affect the position.
21. Required to adhere to all district safety policies and procedures including participation in all school safety drills, trainings and activities. This includes completing all assigned SafeSchool videos, A.L.I.C.E. training and any department training requirements.

The Performance Responsibilities specified above are not meant to be an exhaustive list of all specific activities in which the person filling this position engages. Rather, the Performance Responsibilities are examples of typical tasks in which the person is involved, on an ongoing basis, while occupying this position.

WORKING CONDITIONS:

Exposure to dirt, odors, heights, and/or cleaning chemicals is moderate. Exposure to noise and temperatures is variable. Heavy physical effort is required including the frequent lifting and moving of up to 70 pounds. Stooping, bending, climbing, standing, sitting and walking also are required.

REPORTS TO:

Transportation Supervisor and/or the Director of Operations.

HOURS/DAYS OF EMPLOYMENT:

Hours and days of employment are assigned by the Administration.

COMPENSATION AND STATUS:

FLSA: Non-exempt Hourly

This is a union position. The compensation for this position will be based on the Salary Schedule set forth in the Master Agreement.

EVALUATION:

Performance of this position will be evaluated annually by the Transportation Supervisor and/or the Director of Operations in accordance with the provisions of the Job Description and Master Agreement.

REV. 03/29/2011

REV. 10/09/2018

REV. 1/8/2020

REV. 7/22/2020

REV. 8/3/2020