

# BERKELEY COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

**TITLE:** Bus Driver

**FLSA:** Non-Exempt

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### GENERAL SUMMARY

Under general supervision assists in ensuring that the district **Vision, Mission and Goals** are achieved and operate a bus over a route which has been designated and approved by the Coordinator of Transportation and the State Department of Education. Report to the Area Transportation Supervisor.

### ESSENTIAL FUNCTIONS

Operate bus over approved route;

Operate equipment in accordance with all state laws and regulations;

Maintain discipline of students being transported and report misconduct to the transportation administrators for appropriate disciplinary action using incident report provided;

Maintain a clean appearance of equipment and report any vandalism or equipment failures to immediate supervisor;

Assist in planning schedules and bus stops;

Provide written reports of road hazards on assigned routes;

Monitor students in boarding and departing the bus;

Maintain an up-to-date status of student rosters and seating charts, on the bus and with the transportation office;

Attend safety meetings and in-services as required;

Maintain accurate and up-to-date daily records on mileage;

Use all district equipment responsibly;

Exhibit acceptable conduct as a Berkeley County School District employee in keeping with district policies and procedures;

Maintain current required driver's license and other operator's certification;

Administer general first aid when needed; and

Perform other duties as assigned.

### JOB SPECIFICATIONS

#### **Education and Experience:**

Must be at least 18 years old and hold a valid CDL license. Must successfully complete school bus driver training and be certified and licensed by the South Carolina Department of Education. Must have a good driving record (no more than 4 points against the license); and must pass Physical Performance Test, drug test and criminal background checks.

**Knowledge:**

Knowledge of the policies, practices, activities, methods and procedures of the district as they pertain to the specific duties of the job

**Skills/Effort:**

Ability to communicate with school administrators and parents; ability to operate wheel chair lift; and must demonstrate aptitude or competence for assigned responsibilities.

**Working Conditions:**

Working conditions is an outdoor environment with moderate exposure to environmental/weather conditions. Physical demands are restricted to occasional work requiring movement/lifting items weighing up to 50 pounds. Job requires the ability to work under a degree of stress related to duties that require considerable attention and meeting deadlines. Smoke free district.

**Responsibility:**

Responsible for transporting students

**DISCLAIMER STATEMENT**

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

**SIGNATURES:**

_____	Date: _____
_____	Date: _____
_____	Date: _____