

BERKELEY COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Bus Driver

FLSA: Non-Exempt

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: _____