

## **BERKS COUNTY INTERMEDIATE UNIT**

### **POSITION TITLE: School Bus Driver/Transportation Instructor**

#### **QUALIFICATIONS:**

- A. A School Bus Driver must have the following:
  - a. Hold and maintain valid PA Commercial Driver's License with proper endorsements, to include Passenger (P), School Bus (S), and Air Brake (L).
  - b. Hold, obtain and maintain current, valid Red Cross First Aid Course and CPR Certificate.
  - c. Pass the Commonwealth of Pennsylvania school bus driver's physical examination.
- B. Ability to identify geographic areas as required.
- C. Negative drug/alcohol screenings.
- D. High School Diploma and/or G.E.D preferred.
- E. Recognize and respect confidentiality of information.
- F. Ability to work in harmony with students, parents, maintenance personnel, drivers, assistants, and school officials.
- G. Capability to deal with physical and behavioral characteristics of all students including students with disabilities.
- H. Ability to work a flexible schedule.
- I. Certification as a school bus driver instructor or ability to obtain the same.
- J. Knowledge of school bus/van rules and regulations as promulgated by local, state, and federal authorities.
- K. Ability to develop training programs.
- L. Demonstrated ability to communicate effectively with staff, students, and families.
- M. Ability to work effectively in a team environment.
- N. Must be at least twenty-one (21) years of age.
- O. Must have two (2) years driving experience as a licensed school bus driver.
- P. Fulfill requirements as set forth by the U.S. Department of Transportation, inclusive of clearance for the BCIU to conduct an annual query of the Federal Motor Carrier Safety Association Commercial Driver's License Drug and Alcohol Clearinghouse.
- Q. The employee in this position could be required as part of his or her duties to engage in activities that can be charged to Medical Assistance or other state or federal healthcare programs. Clearance as a provider under such programs by both the Commonwealth of Pennsylvania and the federal government is therefore an essential qualification of this position.

#### **REPORTS TO:**

Assistant Program Administrator - Transportation

#### **POSITION GOAL:**

Assist with the operation of a training/safety program, led by the Training and Safety Specialist, for all transportation employees instructing them how to render safe, timely and cost-efficient transportation services to the schools served by the Berks County Intermediate Unit and Berks County schools.

#### **PERFORMANCE RESPONSIBILITIES:**

The essential functions of this position include, but are not limited to, the following fundamental duties:

**Trainer**

- A. Train transportation employees to operate BCIU vehicles as required by IU procedures, federal, state, and local laws and ordinances.
- B. Train transportation employees how to provide maximum safety for students while on the bus and when loading and unloading.
- C. Complete all training reports as required by policy, federal, state and local laws and procedures of the Transportation Program.
- D. Complete and attend all in-services, meetings, conferences, instructional sessions, tests and examinations as required by state and local laws or as requested by the Assistant Program Administrator and/or his/her designee.
- E. Instruct employees on the proper usage of wheelchairs, car seats, harnesses, and seatbelts.
- F. Instruct employees in proper interactions with students.
- G. Perform other job-related duties as required or assigned by the Assistant Program Administrator.

**Driver**

- A. Safely operate BCIU vehicles as required by IU procedures, federal, state and local laws and ordinances.
- B. Inspect the vehicle at the end of each run to ensure no children are left on the vehicle.
- C. Complete and document the pre-trip and post-trip inspection.
- D. Document and notify supervisor, of unusual student behavior and/or concern about a child's welfare, unless otherwise directed.
- E. Maintain approved time schedule using only Transportation Office established routes and designated stops and accurately record actual hours worked on timesheets.
- F. Provide maximum safety for students while on the bus and when loading and unloading.
- G. Complete all reports as required by policy, federal, state and local laws and procedures of the Transportation Department.
- H. Complete and attend all in-services, meetings, conferences, instructional sessions, tests and examinations as required by state and local laws or as requested by the Program Administrator or the Assistant Program Administrator and/or his/her designee.
- I. Submit all forms required for vehicle servicing when required.
- J. Properly use the GPS phone, video camera, and two-way communications provided on vehicle.
- K. Effectively communicate with the office when changes or abnormal situations occur on assigned route.
- L. When applicable, ensure the safe operation of the wheelchair lift.
- M. Sweep and clean the inside of the vehicle.
- N. Perform other job-related duties as required or assigned by the Supervisor, Transportation and/or BCIU Administration.

**POSITION SPECIFICATIONS:**

- A. Physical Demands
  - Sitting in driver's seat for extended periods
  - Standing for limited periods of time
  - Frequent bending, stooping, twisting, reaching, grasping using both hands to secure wheelchairs to bus floor, connect, disconnect
  - Some heavy lifting - up to 35 pounds
  - Frequent carrying - up to 35 pounds

Sometimes help move child if seizure occurs

Help load and unload disabled children and sometimes lift, handle wheelchairs, devices if applicable

Physical stamina to be exposed to all weather conditions

Operate a mechanical lift device for severely disabled students

**B. Sensory Abilities**

Visual acuity to read correspondence

Auditory acuity to be able to use telephone and relate to students, parents, teachers

Ability to hear/speak and operate bus communication device

Ability to speak clearly and distinctly

**C. Work Environment**

Inside the bus, sedentary except for aiding disabled students

Some outside exposure in loading and unloading students and conducting bus training

**D. Temperament**

Ability to work as a member of a team

Must be courteous and able to deal effectively with people, especially students, parents, teachers, trainees and fellow trainers

Must be cooperative, congenial, service-oriented, and caring

Ability to work in a stressful environment in which occupant safety is the highest priority

**E. Cognitive Ability**

Ability to follow written and verbal directions

Ability to complete assigned tasks with minimal supervision

Ability to read, write and do simple computation

Ability to use correct grammar, sentence structure and spelling

Ability to compose clear, concise sentences and paragraphs

Ability to organize operational setting to efficiently accomplish tasks

Ability to work independently and make work-related decisions

Ability to exercise good judgment in prioritizing tasks

Ability to communicate effectively

**F. Specific Skills**

Ability to operate vehicle and its equipment efficiently and safely

Ability to write operating reports accurately

Ability to appropriately handle confidential information

**G. Comments**

Position holder must have a caring, friendly, helpful personality

Position holder must operate his vehicle and its equipment in such a manner as to deliver disabled students safely, per the requirements set by the state, the BCIU, and to support the needs of the teachers, parents, and students

**TERM OF EMPLOYMENT:**

Part-time, 12-month position. Hourly rate established by the Intermediate Unit Board of Directors per the Transportation Compensation and Benefits Plan.

**EVALUATION:**

Performance in this position will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the BCIU Director of Human Resources of any and all reasonable accommodations that will be required.*

**BCIU is an equal opportunity employment, educational, and service organization.**

<b>Print Name</b>	
<b>Employee Signature</b>	<b>Date:</b>

July 19, 2021

CC: Employee File