

SCHOOL BUS DRIVER**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

1. High School diploma or equivalent is required.
2. Be at least twenty-one (21) years of age.
3. Maintain a valid Idaho Class A or B Commercial Driver's License (CDL) issued by the Idaho State Department of Motor Vehicles with school bus and air brake endorsements.
4. Maintain a valid Idaho Transportation Department (ITD) medical certificate and medical card.
5. Successful completion of Idaho State approved school bus driver training program and ability to maintain appropriate licensing and certificates to operate a school bus.
6. Knowledge of the requirements for the State of Idaho, Department of Education, and Student Transportation Motor Vehicle Code pertaining to the operation of vehicles in transporting school children.
7. Clean driving record with no traffic tickets or chargeable accidents for the last three years. No prior convictions of DUI, reckless driving, or withheld judgments on alcohol or drug related charges.
8. Pass a pre-employment drug screen, and fingerprint criminal background check and participate in random and post-accident drug screening.
9. Knowledge of safety and basic maintenance requirements of bus and other pupil transport equipment.
10. Ability to work with staff, students and the public.
11. Previous experience preferred, but not mandatory.
12. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to: Transportation Supervisor

Supervises: N/A

Job Goals:

To provide safe transportation for the students to and from school and on extra-curricular activities in a safe, efficient and pleasant manner.

Essential Duties and Responsibilities:

1. Obeys all traffic laws, reports road conditions and district traffic hazards, and operates school buses and other transportation equipment in a safe and efficient manner.
2. Drive a school bus or transportation vehicle safely and efficiently over designated routes in accordance with specified time schedules, assuring compliance with departure and arrival times, including regulations and laws related to pupil transportation to and from school, special events, and field trips.
3. Transport students and staff on field trips to various locations, choosing the best route and making departure and arrival time as scheduled.

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4. Observes all mandatory safety regulations for school buses. Knows and follows all laws, rules and regulations governing the operation of school buses as specified in the Idaho State Transportation Manual, as amended by State or Federal laws.
5. Informs school personnel of and directs students regarding safety of enforcing District rules, regulations, and laws; monitor and assure proper conduct and discipline on bus and at bus stops; report potentially dangerous situations to dispatch.
6. Provides students and other passengers safe access to and from buses including during emergency situations and normal transport.
7. Ability to lift, load and secure wheel chairs, assist in the loading and unloading of handicapped children as necessary; and provide appropriate care and assistance to all handicapped passengers.
8. Attend in-services and safety meetings as assigned and meet requirements for school bus certificate.
9. Knowledge of policies and procedures of the District's Transportation Department.
10. Cleans interior of assigned vehicles, for the purpose of maintaining appearance, sanitation and safety of vehicle.
11. Maintain bus in safe operating condition through prescribed daily vehicle inspections, including:
 - a. Engine compartment and fluid and fuel levels,
 - b. All gauges, indicators and warning devices, including horns,
 - c. Driver's seat and seat belt and all school bus seats,
 - d. All doors, handrails, door emergency release and window functions,
 - e. Interior and exterior lighting systems,
 - f. All glass and mirrors including adjustment, inspection of windshield wipers and washers,
 - g. Inspection of all tires, wheels and lug nuts,
 - h. All required emergency equipment (i.e. fire extinguishers, first aid kit) including knowledge of operation and application,
 - i. Instrument panel and odometer readings,
 - j. Hydraulic brake system, pedal movement, parking brake, air brake system and emergency stopping systems and,
 - k. Reports all mechanical malfunctions to the appropriate personnel.
12. Completes daily transportation activity records, including route sheets and accurate maps.
13. Report all accidents, complete required paperwork, and participate in post-accident drug screening.
14. Utilize two-way radio for bus to bus and bus to dispatch office communications.
15. Assist in the planning, organizing and implementing of student safety and pupil transportation vehicle evacuation drills.
16. Ability to read and interpret maps and learn a designated bus route, bus stops and district traffic hazards; transport authorized students only.
17. Maintains high standards of ethical behavior and confidentiality.
18. Has regular and predictable attendance.

Other Duties and Responsibilities:

Performs all other duties as assigned.

Terms of Employment:

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This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee, and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall, at all times, be subject to the direction of the persons to whom said employee has primary responsibility or said person’s designee(s), and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said School District rules, regulations and policies.

This position will have variable hours per day; ranging up to 176 days per year. Work hours to be established by the Transportation Manager. Employee can be on the time clock for a maximum of 15 hours, driving a maximum of 10 hours per day when working an Extended Day Shift and Extra Trip Assignments. Salary placement to be determined by the Transportation Salary Schedule, as adopted by the Board of Trustees. All terms of employment may be subject to change, as recommended by administrative staff or as directed by the Board of Trustees.

Evaluation:

Performance of this position will be evaluated annually by the Transportation Supervisor in accordance with Board policy.

Physical Demands/Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to drive; talk or hear; sit for extended periods of time; have sufficient hand, arm and finger dexterity to operate equipment; and reach with hands and arms. The employee is frequently required to stand; walk; climb steps or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift, carry, and push and/or pull items up to a maximum of 50 pounds and possess physical strength and dexterity to pull children from bus in case of emergency or accident.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Common hazards include contact with dissatisfied or abusive individuals; exposure to fuels, exhaust, fumes and fluids used in the operation of equipment, and chemical compounds used to clean equipment; drive in inclement weather and with the possibility of bus steps and ground being slippery; possible contact with blood borne pathogens and/or bodily fluids.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles and outside weather conditions. The noise level in the work environment is usually moderate to loud.

Signatures:

This job description has been approved by all levels of management:

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Supervisor _____ Date _____

HR _____ Date _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Reviewed _____ Revised 11/06
04/07
11/15

NOTES:

All certificated and non-certificated employees and other individual are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference: I.C. § 33-512 Governance of Schools
I.C. § 33-1210 Information on Past Job Performance

A copy of this job description will be placed in the employee's personnel file.

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