

BUCKEYE LOCAL SCHOOLS  
Ashtabula, Ohio 44004

Operational Staff

Position Title: Bus Driver

Responsible to: Supervisor of Transportation and Building Principals

General Description of Essential Functions:

1. The bus driver shall be responsible for the safe operation of the school bus in the transportation of students to and from school; and
2. Perform, in a professional manner, those duties assigned which deal with students, parents and school employees.

Specific Job Duties:

The bus driver shall:

1. Be knowledgeable of state and local transportation laws;
2. Operate an assigned route and maintain an accurate daily time schedule;
3. Properly perform and record the required daily pre-trip inspection in accordance with Ohio Pupil Transportation Operation and Safety Rules (3301-83-11);
4. Complete with accuracy and promptly submit all reports as requested;
5. Attend a yearly safety meeting as required by the state and in-service meetings as scheduled by the Supervisor of Transportation;
6. Administer the assertive discipline policy as set forth by the board of education;
7. Use approved procedures in reporting bus accidents and complete the provided forms on any and all accidents;
8. Instruct students on proper evacuation procedures;
9. Be aware of the performance of his/her assigned bus and report any deficiencies to the head bus mechanic;
10. Comply with and perform safe driving procedures;
11. Be constantly alert to the whereabouts of each and every student assigned to his/her route inside and outside of the bus;
12. Provide an atmosphere on the bus conducive to the educational process; and
13. Perform such other duties as may be required by the Supervisor of Transportation.

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Specific Job Duties: (Continued)

	<u>Physical Effort &amp; Stress</u>			
	High	Med.	Low	None
Lifting	_____	<u>  X  </u>	_____	_____
Walking	_____	<u>  X  </u>	_____	_____
Standing	_____	_____	<u>  X  </u>	_____
Climbing	_____	<u>  X  </u>	_____	_____
Visual	<u>  X  </u>	_____	_____	_____
Limited movement or change of position	<u>  X  </u>	_____	_____	_____

Qualifications:

1. Be of high moral character;
2. Be of legal age (Section 3327.10 of the Revised Code);
3. Meet the medical requirements of a school bus driver through an annual physical (Rule 3301-83-07);
4. Obtain an annual driver record check (Rule 3301-03-08 of the Administrative Code) through an abstract verification from the Bureau of Motor Vehicles;
5. Hold a valid State of Ohio commercial driver's license with a school bus endorsement;
6. Hold a school bus driver certification by the county board of education;
7. Complete pre-service and annual in-service training (Rule 3301-83-10 of the Administrative Code);
8. Physical capability of appropriately lifting and managing handicapped pupils when necessary;
9. Ability to cope with stressful situations;
10. Possess or upgrade skills through formal and/or in-service training;
11. Not be addicted to the use of alcohol or narcotic drugs;
12. Show the characteristics of reliability, dependability and initiative; and
13. Upon employment, proof of a clear criminal background through a criminal identification investigation obtained from the state bureau of criminal identification. A new report from local authorities will be required every two calendar years after employment.

Salary Classification:

1. See operational employee wage and salary schedule.

Annual Evaluation of Position by: Supervisor of Transportation

Adopted: 1/15/86

Revised: 8/18/93