

JOB DESCRIPTION

Job Title Bus Driver Grade 51

Department Name Transportation

Superior's Title Director of Transportation

Creation Date April 2000 Revision Date(s) _____

People Supervised (Job Titles)

N/A

People Supervised (number) _____ Direct; _____ Indirect

Payroll \$ _____ Funding Approval Authority \$ _____

Job Function:

- ☐ Operates a school bus for transporting regular education and handicapped students to and from school.

Job Summary:

- ☐ Work performed, includes but is not limited to driving bus safely to destination and return; following school district procedures when driving assigned bus routes; and monitoring students' behavior while they are riding on the bus.

Work Tasks/Responsibilities:

- ☐ **Drives bus safely to destination and return.** Conforms to traffic rules and regulations; makes vehicle pre-checks and records and reports malfunctions; follows school district regulations for handling vehicle breakdowns and accident incidents; and keeps the bus clean.
- ☐ **Follows school district procedures when driving assigned bus routes.** Picks up and drops off students at designated times and bus stops; ensures students depart the bus at their usual stops; and determines that all students leave the bus at both ends of the route.
- ☐ **Monitor students' behavior while they are riding on the bus.** Take suitable action to resolve incidents between/among students should such incidents occur and report inappropriate student behavior to school authorities as soon as possible.

Job Specifications:

Knowledge:

- ☐ Knowledge of driving laws and regulations
- ☐ Knowledge of safe bus operations
- ☐ Knowledge of vehicle pre-run checks and their performance

Skills:

- ☐ Recordkeeping skills to maintain records of names and addresses of students, locations and times of stops, route information, and time sheets

JOB DESCRIPTION (continued)

Job Title: Bus Driver

Job Specifications (continued)**Skills: (continued)**

- ☐ Administrative skills to implement established policies and procedures regarding student transportation, enforcing rules of student conduct and discipline
- ☐ Communication skills in dealing with students daily; communicating with parents regarding bus routes and discipline problems; and advising the transportation department of bus malfunctions
- ☐ Leadership skills to maintain discipline on the bus
- ☐ Manual skills to maintain bus cleanliness
- ☐ Mechanical skills to detect bus malfunction
- ☐ Planning skills to develop student seating arrangements
- ☐ Common arithmetical function to count the number of students on the bus and to complete time sheet

Equipment:

- ☐ Equipment used is a school bus

Safety of Others:

- ☐ Considerable responsibility for the safe transportation of students

Decision Making:

- ☐ Employee works as instructed and consults with supervisor on all matters not considered routine

Problem Solving:

- ☐ Work consists of tasks that are clear cut and directly related
- ☐ Problems encountered usually concern student discipline

Communication: (within and outside of the organization)

- ☐ Communicates with students, parents and school personnel factual and non-confidential information

Working Conditions:

- ☐ Work is performed in a confined sitting position
- ☐ Noise from students, fumes from diesel engine and temperature extremes can be unpleasant

Physical:

- ☐ Work involves the complex operation of diesel equipment
- ☐ Manual dexterity and hand-eye coordination are essential

Experience: (number of years required)

- ☐ Several years of driving experience

Education Required: (degree required - high school through graduate degree)

- ☐ High school diploma or GED preferred
- ☐ Completion of bus driver training classes

Special Requirements:

- ☐ North Carolina CDL endorsement