

**CAROLINE COUNTY PUBLIC SCHOOLS
POSITION DESCRIPTION**

Job Description: Bus Driver

JOB TITLE: Bus Driver	LOCATION: Transportation
IMMEDIATE SUPERVISOR: Supervisor of Transportation	WORK SCHEDULE: 10-M - 4 Hrs. PAY GRADE:
SPECIAL REQUIREMENTS: Possession of a valid Virginia Commercial Driver's License.	FLSA STATUS: Non-Exempt
EDUCATION/EXPERIENCE: 1. High school diploma 2. Completion of State Department of Education's 40-hour training to operate a school bus 3. Pass all DMV written and practical pre-trip and on-road tests to obtain a commercial driver's license class 4. Driving experience A comparable amount of training and experience may be substituted for the minimum qualifications	

GENERAL RESPONSIBILITIES:

- Responsible for transporting pupils to and from school and special events as well as the discipline and well-being of all students on the assigned bus.

ESSENTIAL DUTIES:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Ensures the safest operation of the school bus. Ensures the assigned route is run in a most efficient and safe manner.
- Reports any and all unsafe conditions to the supervisor of transportation. Reports all vehicular discrepancies in a timely manner to the shop foreman. Reports any disciplinary situations to the school principal for their action.

- Keeps abreast with laws, regulations, and policies that affect the proper and safe operation of the school bus.
- Performs daily pre-trip inspections.
- Ensures the bus route is run on a consistent and reliable time schedule.
- Maintains order and discipline on the bus.
- Ensures the safety of students when boarding and disembarking from the bus.
- Maintains accurate paperwork on students and route information.
- Ensures the assigned bus is maintained and meets all assigned maintenance appointments.
- Communicates with principals on all disciplinary matters.
- Attends all meetings and safety in-services.
- Performs related work as required.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, a personal computer, calculator, copier, and fax machine. Some climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, and repetitive motions. Must be able to pass an annual physical to operate a school bus.