



**JOB DESCRIPTION  
CARROLL COUNTY SCHOOLS**

**School Bus Driver**

**TITLE:** School Bus Driver  
**REPORTS TO:** Director of Transportation or Designee  
**FLSA STATUS:** Non-Exempt

**JOB OBJECTIVES:** (Purpose of the position):

Successfully transport students to and from school and other school related events

**ESSENTIAL JOB FUNCTIONS** (Functions essential in attaining job objectives):

*Strategic Goal Area I – Student Achievement*

1. Safely transport students in order to support student learning.
2. Work with school administration on discipline issues concerning students while being transported.
3. Ensure students take their belongings when departing bus.
4. Support school personnel by providing appropriate accommodations for all students.

*Strategic Goal Area II – Stakeholder Engagement & Loyalty*

1. Communicate as needed with parents and school officials.
2. Collect, maintain, and periodically update emergency information and is aware of students' medical needs, as reported by parent/guardian, school nurse, or school administrator.

*Strategic Goal Area III – Efficient and Effective Organizational Processes*

1. Report vehicles not meeting specified requirements to the Transportation Department.
2. Perform pre-trip inspection, as required by DOT regulations.

3. Perform post-trip inspection for students and belongings left on bus.
4. Report in writing needed repairs to the Transportation Department.
5. Obey all traffic laws.
6. Clean assigned vehicles, both interior and exterior, for the purpose of ensuring safety, appearance, and sanitation.
7. Accurately follow route and time schedule assigned by the Transportation Department.
8. Conduct emergency evacuation drills as required by the Department of Education.
9. Pick up and discharge students only at authorized bus stops.
10. Observe all safety regulations for school buses.
11. Maintain sufficient fuel level to complete assignments and safely operate a fuel dispenser.
12. Make arrangements for the assigned bus to be properly serviced and inspected per state regulations.
13. Exercise responsible leadership when driving a school bus.
14. Notify appropriate personnel of absences as directed in the Transportation Handbook.
15. Maintain/Operate communication devices for essential & emergency transmissions only.
16. Know, and abide by, all board of education policies concerning school transportation (available in Carroll County Schools Transportation Department Driver Handbook).

*Strategic Goal Area IV – Continuous System and School Improvement*

1. Attend all mandated meetings.
2. Be available for parent conferences on an as needed basis.
3. Perform other tasks and responsibilities as may be assigned.

## **OTHER EXPECTATIONS**

1. Adhere to the Code of Ethics for Educators in Georgia.
2. Demonstrate prompt and regular attendance/timelines.
3. Complete assignments and requirements on time and in compliance with directions.
4. Maintain accurate, complete, and appropriate records and file reports promptly.
5. Maintain confidentiality of information and records for students.
6. Communicate effectively with students, peers, administration, parents, and Transportation support staff.
7. Exhibit pleasant behavior and project a positive image when dealing with students, peers, administration, parents, and transportation support staff and adhere to department and school system Employee Handbook.
8. Follow and enforce regulations concerning student conduct and discipline.
9. Must be willing to drive any make and model bus in Transportation fleet.

## **JOB STANDARDS** (Minimum qualifications needed to perform essential job functions):

1. **Education:** High School Diploma or GED preferred.
2. **Certification/License Required:** Must hold valid CDL B with Passenger, Air Brake, and School Bus Endorsements; Must possess a MVR (Motor Vehicle Report) that meets guidelines set forth in policy.
3. **Experience:** Two years working with children preferred.
4. **Knowledge, Skills, & Abilities:** Good communication skills, Ability to follow written and oral instructions quickly and accurately, Ability to work well with others, Ability to keep emotions under control, Contribute to a positive team spirit, Ability to use two-way radio for communication, Ability to use a variety of health/medical devices to assist Students with Disabilities.
5. **Physical Requirements:** Must be able to lift equipment and/or student weighing 50 pounds minimum. Routine physical activities that are required to fulfill job responsibilities: lifting, bending, standing, climbing steps. Ability to operate mechanical devices which aid the loading and unloading of students.

6. **Other:** Must pass Background Check; Must pass initial and annual physical examination, which includes Drug & Alcohol Testing; Must successfully complete Bus Driver Training Program provided by Carroll County Schools' Transportation Department;.

**FLSA: Non-Exempt**

**JOB LOCATION** (Place(s) where work is performed):

Transportation Department/School Bus

**Evaluation Instrument used for this job description:**

*Locally developed evaluation instrument*

10/16/2018 Date job description approved by the Board of Education