

JOB TITLE: **Bus Driver**

REPORTS TO: Director of Transportation

JOB QUALIFICATIONS:

1. Ability to remain calm and composed in stressful situations.
2. Must know and apply Wyoming rules and laws of the road.
3. Ability to recognize mechanical problems that would require stopping of bus to prevent damage or potential accident while driving.
4. Read gauges on dash of bus and recognize indicators of problems.
5. Ability to follow and successfully complete both written and oral directions.
6. Possess sound emotional judgement.
7. Possess current CDL License with airbrake, P and S endorsement.
8. Meet current district vehicle insurance qualifications for driving coverage.
9. Attend and successfully complete annual transportation training requirements.
10. Reading ability adequate to follow directions resulting in making effective work decisions.

JOB OBJECTIVE:

To represent Carbon County School District - Transportation Department in the daily transporting of students to and from school and all related functions. Assures the Mission and Philosophy of the District and department are supported throughout the position's area of responsibility.

JOB FUNCTIONS:

ESSENTIAL FUNCTIONS:

1. Supports daily the Transportation Department mission of "Getting students to school ready to learn."
2. Maintains a valid and current State of Wyoming CDL license with airbrake, "P" and "S" endorsement.

3. Meets D.O.T. physical requirements yearly.
4. Maintains insurability according to district's insurance carrier criteria.

Page 2 of 2

5. Uses positive verbal and non-verbal communication and interaction skills when working with students, parents, and all district personnel at all times.
6. Maintains accurate records of route and time for payroll purposes.
7. Maintains student discipline on bus utilizing district discipline procedures.
8. Maintains a clean bus at all times.
9. Demonstrates a sincere interest in children and their welfare daily.
10. Maintains confidentiality of all information concerning students, staff, or parent/guardians in any public setting and chooses the appropriate time, place, and supervisor to discuss problems. (Follows chain of command)
11. Communicate, demonstrate professionalism and relate well with others.

OTHER FUNCTIONS:

1. Attends and passes all First Aid, CPR, courses as required.
2. Completes paperwork requirements with time parameters established.
3. Attends all training and workshop classes as scheduled.
4. Cleans and fuels bus as required.
5. Performs pre-trip inspections as outlined by district before each and every bus run.
6. Makes self available on varied schedules for emergencies.
7. Uses school provided cell phone for emergencies or communication with Transportation personnel.
8. Reports any mechanical problems immediately.
9. Performs any other duties as assigned.
10. Utilizes proper OSHA procedures necessary when handling body fluids.

EQUIPMENT USED:

1. School Bus (size of suburban to large transit type bus)

2. Fuel Pump
3. Spray Washer
4. Window Scraper
5. Broom
6. Squirt Bottle
7. Cell phone

Page 3 of 3

PHYSICAL DEMANDS:

1. Assist students of various physical abilities as necessary.
2. Run lift if necessary, closing door and placing lift in travel position.
3. Sufficient physical strength to turn steering wheel of bus with no difficulty and to open and close entrance door many times.
4. Possess physical capability to drive bus and withstand the demands of a possible rough ride daily.
5. Climb up on bus and crawl under bus to perform necessary pre-trip functions.
6. Capable to physically conduct pre-trip inspections as outlined by district.

ENVIRONMENTAL DEMANDS:

1. Drive in a variety of road conditions including dry, wet, icy or snow.
2. Possess physical and mental capability to be out in any weather common to Wyoming.
3. Rough dirt and gravel roads.
4. Possible gas and diesel fumes.
5. Student noise combined with radio.

Nondiscrimination Statement:

Carbon County School District One does not discriminate on the basis of race, color, national origin, sex, disability, political affiliation, religion, or belief in relation to admission, treatment of students, access to programs and activities, or terms and conditions of employment.

Inquiries concerning Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973 or ADA may be referred to the Civil Rights/504/ADA Coordinator, Carbon County School District One, 615 Rodeo, Rawlins, Wyoming 82301, (307) 328-9200; the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, Wyoming 82002-0050, (307) 777-6198; or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Office Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-3582, (303) 844-5695, TDD (303) 844-3417. CCSD#1 questions 504/Title IX coordinator is Debra Gaines.

Revised: 12/2009, 10/23/14

School District #1 Carbon County, Wyoming