BEAVERCREEK CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **BUS DRIVER** **File 528**

Reports to: Transportation Supervisor

Job Objectives: Provides for the safe, efficient, and courteous transportation of students. Keeps the transportation supervisor informed about bus activities and emerging issues.

Minimum Qualifications:

- High school diploma.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documented evidence of a clear criminal record.
- Meets qualifications defined in the current Ohio Revised Code, Ohio Pupil Transportation Operation & Safety Rules, and school board policy.
- Completion of the Ohio Pre-Service School Bus Driver Training Program.
- Valid Commercial Drivers License (CDL) with a school bus endorsement and a satisfactory driving record as a condition of initial and continued employment.
- Meets all prerequisite requirements of the district's insurance underwriter.
- Satisfactory pre-employment and ongoing random drug test results.
- Physical ability to operate the school bus.
- Ability to physically manage students with disabilities.
- Ability to anticipate and deal with stressful traffic and weather conditions.
- Demonstrates maturity and the ability to work with students and their families.
- Prior school bus driving experience is desirable.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Operates the bus according to all motor vehicle laws (e.g., speed limits, complete stops, etc.). Practices defensive driving techniques.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Provides dependable service. Maintains established routes and time schedules. *Note:* Safety is the top priority even if delays disrupt the bus schedule.
- Transports only authorized passengers. Picks up and unloads students only at approved stops. Helps keep route sheets up-to-date. Offers routing suggestions.
- Performs pre-trip and post-trip safety inspections. Checks fire, emergency equipment, and first aid supplies. Prepares written inspection reports.
- Offers help when students ask for or their behavior suggests they need assistance. Allows students to seek their highest degree of independence.
- Supervises bus loading and unloading procedures.
- Operates the wheelchair lift on accessible buses. Ensures that wheelchairs are properly secured before the bus starts.
- Inspects harnesses, restraints, and other safety devices. Immediately corrects or reports unsafe conditions and/or defective equipment.
- Anticipates and is prepared to offer assistance when aware of passengers with medical or other health considerations.
- Monitors student behavior. Enforces safety regulations. Maintains high standards for student conduct. Upholds the student conduct code.
- Promotes the proper use of school property. Reports student discipline problems, vandalism, or other related concerns to the building principal. Prepares disciplinary notices as required.

- Strives to develop rapport with others. Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports evidence of suspected child abuse as required by law.
- Assumes responsibility for the interior/exterior cleanliness of the vehicle.
- Participates in the district's bus safety program as directed.
- Reports vehicles that fail to comply with traffic regulations (e.g., failure to stop for flashing bus lights, passing in prohibited zones, etc.).
- Uses proper protocol when operating bus communication equipment.
- Immediately reports all traffic citations, accidents, and property damage incurred during the performance of duties. Promptly documents all personal injuries that require a medical referral.
- Reports road hazards along the bus route to the dispatcher and/or transportation supervisor.
- Conducts emergency evacuation drills that comply with current state standards.
- Reports equipment malfunctions in writing.
- Monitors vehicle fluid levels (e.g., oil, windshield washer, brake, transmission, etc.). Documents mileage.
- Shares in the responsibility for authorized field trips. Remains available to teachers and students during the trip when instructed
- Wears appropriate work attire and maintains a neat appearance.
- Participates in training necessary to maintain a commercial drivers license.
- Participates in staff meetings and professional growth activities as directed.
- Accepts responsibility for personal decisions and conduct. Serves as a positive role model for others.
- Performs other specific job-related duties as directed.

Abilities Required:

The following aptitudes and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and maintains a positive work attitude.
- Carries out prescribed activities efficiently with limited supervision.
- Communicates effectively using verbal, nonverbal, and writing skills.
- Works cooperatively to support a successful team effort.
- Reacts productively to interruptions and changing conditions.
- Averts problem situations and intervenes to resolve conflicts.
- Lifts, carries, and/or moves work-related supplies and equipment.
- Climbs and works from a ladder or other equipment that requires balancing skills.
- Works in confined spaces that may limit physical movement.
- Performs activities that require lifting, reaching, crouching, kneeling, and/or crawling.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

Supervisory Responsibility:

Under the direction of the transportation supervisor and/or assistant supervisor: provides instructions and communicates expectations to assigned staff, temporary employees, and trainees.

Working Conditions:

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties require operating and/or riding in a vehicle.

- Exposure to loud noises and equipment vibrations.
- Duties require exposure to chemicals, combustible materials, air borne particulates, and odors.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require detailed paperwork.

Performance Evaluation: Job performance is evaluated according to the policy provisions adopted by the Beavercreek City School District Board of Education.

The Beavercreek City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.