



Bus Driver

Reports to: Supervisor, Transportation

Division: Operations

Structure/Grade: BDR

Workdays: 180 Days

Position Summary

Maintains safe operation of the assigned school bus, transports students to and from assigned education center(s), and controls passenger behavior for the DeKalb County School District (DCSD).

Essential Job Duties

- Drives buses and transports students to and from school and co-curricular activities
- Completes the School Bus driver training program prescribed by State and Local policies
- Utilizes the onboard tablet to clock in and out, select routes, and perform pre-trip and post-trip inspections
- Conducts thorough pre-trip and post-trip inspections of the vehicle and its special equipment
- Conducts emergency evacuation drills as required by the local school system
- Communicates effectively and professionally with school staff and the public
- Completes legible and accurate required reports in the prescribed manner on a timely basis
- Provides maximum safety for passengers while on the bus and during loading and unloading
- Maintains orderly conduct of student passengers
- Maintains routes and schedules planned by the school system personnel
- Attends all In-service safety meetings required by the state and local school system
- Delivers bus to Fleet maintenance facility as directed by a pre-arranged monthly schedule for bus service
- Maintains external and internal cleanliness of bus as required for safe comfortable operation
- Performs other duties as assigned

Qualifications

- High School Diploma or GED preferred.
- Valid Georgia Driver's License required.
- Must pass the driving test for a Valid Class B Commercial Driver's License (CDL) with Passenger & School Bus (P&S) endorsements, within 30-days of hiring.
- Must provide a five (5) year motor vehicle report (Major traffic citations may exclude consideration and Minor traffic citations such as parking tickets are not considered).
- Successful completion and clearance of pre-employment and random drug testing.
- Successful completion and clearance of pre-employment and annual physical examination (as a minimum the applicant shall have no mental, nervous, organic or condition that would interfere with safe driving; the applicant shall have no loss of foot or hand; vision and hearing shall meet the Ga. Dept. of Education Physical Examination Form, DE Form 0514).



Knowledge, Skills, and Abilities

- Knowledge of basic motor vehicle and school bus operations
- Knowledge of local and state traffic ordinances
- Knowledge of school bus safety policies and procedures
- Good written and verbal communication skills
- Ability to perform routine vehicle maintenance procedures
- Ability to maintain accurate vehicle records
- Ability to exercise good judgment and extreme caution while driving
- Ability to operate electronic communication devices
- Ability to establish and maintain effective work relationships with those contacted in the performance of required duties

Physical Demands and Work Environment

- Constantly operates a computer and other office machinery.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.

Reviewed/Revised: 08/08/2024