

EASTERN CARVER COUNTY SCHOOLS

Position Description

SECTION I: GENERAL INFORMATION

Position Title: School Bus Driver	Department: Transportation
Reports to: Director of Transportation	FLSA Status: Non-Exempt
Band/Grade/Subgrade: B-2-1	Bargaining/Work Unit: Bus Drivers/Dispatchers
Tier/Lane:	Position Last Updated: October 20, 2020

SECTION II: JOB SUMMARY

Provide transportation for students to ensure they arrive safely and in a timely manner.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: <i>Operate Vehicle Safely</i>
Percent of Time:	75%	

Tasks involved in fulfilling above duty/responsibility:

- Follows safe driving procedures
- Obeys all traffic signs and laws
- Operates vehicle with respect to driving conditions
- Operates vehicle in an energy efficient manner
- Follows route directions and time schedule
- Obeys Federal, State, and Local rules and regulations
- Reports all incidents/accidents to dispatch immediately
- Meets Federal and State requirements, including drug and alcohol testing

Duty/Responsibility No:	2	Statement of duty/responsibility: <i>Student Management</i>
Percent of Time:	15%	

Tasks involved in fulfilling above duty/responsibility:

- Transports authorized students
- Follows district student behavior/conduct discipline plan
- Reviews and trains students to ride the school bus safely
- Maintains discipline and reports student discipline problems
- Completes written reports as required
- Understands and supports students and staff with varying cultural, ethnic, sexual orientation, religious and/or language backgrounds

Duty/Responsibility No:	3	Statement of duty/responsibility: <i>Maintain Vehicle</i>
Percent of Time:	10%	

Tasks involved in fulfilling above duty/responsibility:

- Performs pre-trip safety checks as required by state regulations
- Reports all mechanical problems to Mechanic Supervisor
- Conducts post-trip safety checks as required by state regulations
- Sweeps, cleans, and washes vehicle to maintain cleanliness

Other Duties as Assigned

SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge in the use of two-way radio system.
- Ability to interact with students of all ages and abilities.
- Positive interpersonal communication and relationship building skills.
- Fully participate in trainings as required.
- Good communication skills with students, parents, co-workers, supervisors and the community in a positive and responsive way that is consistently welcoming and enhances effective work relationships.
- Prompt, regular and reliable attendance.
- Knowledge of transportation safety regulations
- Ability to work independently
- Must be able to follow written and/or oral instructions
- Must be able to communicate timely and effectively with District staff, contracted transportation staff and the public
- Good public relations skills
- Positive attitude
- Flexibility
- Personal integrity and honesty
- Must pass annual Behind the Wheel and Student Management evaluations.
- Knowledge of Tyler Technologies tablet for student tracking.
- Evidence of an understanding of the school culture and environment, and commitment to carrying out the vision, mission and belief statement of Eastern Carver County Schools

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- High School Diploma or equivalent
- Valid Class B license with school bus, passenger, and air brake endorsements
- First aid and CPR training within 6 months of hire

SECTION VI: EXPERIENCE REQUIREMENTS

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SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

(Indicate according to essential duties/responsibilities):

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%)					
Demands		Demands		Demands	
Physical		Lifting/Carrying		Exposure to Environ. Conditions	
Standing	O	Up to 10 pounds	C	Possible exposure to blood-borne pathogens through blood and/or body fluids	O
Walking	O	Up to 25 pounds	C		
Sitting	C	Up to 50 pounds	O		
Talking in person/on the phone	C	Up to 75 pounds	O	Toxic chemicals	O
Pushing/Pulling	O	Up to 100 pounds	N	Moving parts	C
Hearing	C	More than 100 pounds	N	Electrical shock risk	N
Feeling, grasping, finger dexterity	C	Noise Levels		Explosives	N
Climbing, balancing	O	Quiet (i.e. private office)	N	Fumes	O
Stooping (bend at waist)	O	Moderate noise (i.e. business office with keyboards/ printers, light traffic)	O	Extreme cold (non-weather)	N
Crouching, crawling, kneeling, Squatting	O			Extreme heat (non-weather)	N
Stretching/reaching with hands & Arms	C	Loud noise (i.e. many children laughing & playing, large earth moving equipment)	C	Varying weather conditions	F
Distinguishing smell	O	Very loud noise (i.e. jack hammer, front row rock concert)	O	Sight	
Distinguishing temperature	O			Vision for close work/ability to adjust focus	C
Traveling by automobile	C			Looking at computer monitor	O
				Color vision (identify & distinguish colors)	C
				Peripheral, depth perception	C

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.