Position Title:	**School Bus Driver**
Department:	**Student Transportation**
Reports To:	**Director of Student Transportation**
FLSA Status:	**Non-Exempt**

SUMMARY:
Under general supervision, this position is responsible for the safe transportation of students to and from school and school related activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Drives school bus to safely transport assigned public school students to and from school and field trip destinations in a timely manner, following all applicable laws, policies and regulations.
2. Conducts safety inspections of bus before and after use.
3. Ensures safety of students by securing wheelchairs and enforcing bus rules.
4. Makes student seat assignments and maintain student manifest; assists with determining bus routes and completing route descriptions.
5. Completes and submits daily vehicle and student attendance records.
6. Uses a two-way radio to report route delays, late bus arrivals, accidents, incidents, breakdowns, and other relevant information to the dispatch office.
7. Engage in ongoing professional development relevant to position.
8. Maintains order, control, and plans for emergency situations or evacuations.
9. Maintains the cleanliness of assigned bus and submits maintenance requests as needed.
10. Monitors student behavior as set forth in the student code of conduct and completes and submits disciplinary forms as appropriate; follows through with telephone calls, parent conferences, police reports and court appearances as necessary.
11. Communicates and interacts professionally with department staff, district personnel, students, and families.
12. Complies with all federal laws, state statutes, board policies, administrative rules, and directives.
13. Performs additional duties as assigned by the Director of Transportation.

QUALIFICATIONS

1. Have no more than four points against current driving record.
2. Have no more than four points against the driving record in the past twelve months.
3. Have no license suspensions for moving violations in the past twelve months.
4. Complete 20 Hour South Carolina Department of Education (SCDE) School Bus Driver Classroom Instruction and pass the end-of-course test with a score of 80 or better.
5. Satisfactory South Carolina Law Enforcement Division (SLED) criminal background check.
6. Pass a United States Department of Transportation (DOT) regulated pre-employment drug and alcohol test.
7. Obtain a current DOT medical card.
8. Pass the SCDE Physical Performance Tests (PPT).
9. Pass the SCDE School Bus Road Test (BTW).
10. Complete Federal Motor Carrier Safety Administration (FMCSA) Entry Level Driver Training (ELDT) if getting a new or upgrade Commercial Driver's License (CDL).
11. Obtain Class B CDL with Passenger (P) and School Bus (S) endorsements, without an air brake restriction.

EDUCATION and/or EXPERIENCE:

1. Must be at least eighteen (18) years of age
2. High School Diploma or GED

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess, or be able to obtain by the conclusion of the training program, and maintain a Class B Commercial Driver's License (CDL) with Passenger (P) and School Bus (S) endorsements, without an air brake restriction, as well as a valid South Carolina School Bus Driver Certificate.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees or organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Ability to operate a personal computer and related software. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to maintain effective relationships with the public, other staff members, and school employees.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be able to exert up to 125 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Must be able to lift and/or carry weights of up to fifty pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk and reach with hands and arms. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work environment is primarily inside a school bus, with moderate noise, temperatures that are subject to extreme heat or cold, and some exposure to chemicals or other negative air quality elements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TERM OF EMPLOYMENT:

30 Hours per week/185 Days

The terms of employment detailed in this job description are based on full time employment during the school year. Conditions of employment are adjusted for part time employees or individuals who are hired for less than an entire school year.

EVALUATION:

Performance of this job will be evaluated annually according to Board policy.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.