

# Durham Public Schools

# Transportation Services School Bus Driver

## Job Description

**JOB TITLE:** School Bus Driver /Monitor- Coronavirus Transportation

**REPORTS TO:** Area Manager

**SALARY:** Based on State and Local Salary Schedules

**STATUS:** Permanent, 10 months, Classified, Nonexempt, Contract as needed

### SUMMARY:

A school bus driver operates a school bus in accordance with DMV regulations and expectations as published in the NC School Bus Driver Handbook.

### RESPONSIBILITIES & DUTIES:

1. Drives bus on assigned routes; does not deviate from printed route description without authorization. Drive routes during assigned work hours as requested by supervisor including running additional routes for meal and academic services packet delivery. Completes other duties as assigned during assigned work hours (i.e. cleaning/washing buses, covering seats, transporting buses for repairs, operating fuel truck - when licensed to do so, assisting mechanics with inspections, cleaning of DPS sites, and serving and preparation of meals as needed.)
2. Conducts pre-trip and post-trip inspections to ensure safety of bus; checks for students that may be on the bus at the end of each trip.
3. Complies with school bus inspection programs to ensure quality and safety.
4. Regularly cleans bus to maintain a professional environment.
5. Practices defensive driving techniques and complies with all traffic regulations.
6. Reports delays or accidents to supervisor immediately; reports citations to supervisor immediately, but in no case later than the following business day.
7. Reports maintenance issues in accordance with established procedures.
8. Performs other duties as assigned.

### MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS:

High school diploma or general education degree (GED); one year related experience and/or training preferred; or equivalent combination of education and experience. Experience working with people, preferably children preferred.

### KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.
2. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
3. Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.
4. Ability to perform these operations using units distance.
5. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
6. Ability to deal with problems involving a few concrete variables in standardized situations.
7. The employee must be available to work flexible hours upon request.
8. Must have NC CDL License with School Bus & Passenger Endorsements, including School Bus Pocket Card Certification. No convictions of DWI may appear on driving record for the past 10 years of driving history.

### RESOURCE REQUIREMENTS:

- |   |   |                   |
|---|---|-------------------|
| Laptop  | Desktop computer (may be docking station with laptop) |                   |
| X e-mail address  | X Outlook   | VPN               |
| Cellphone   | Pager   | X Two-way radio   |
| iPad  |   |                   |
| Office phone  | 10 digit telephone number                             | 5 digit extension |
| Printer   |   |                   |
| Fax   |   |                   |
| District vehicle  |   |                   |
| X Software - Microsoft Office, Adobe, EveryInfo, TIMS)                                  |   |                   |
| X AS400   |   |                   |
| X SharePoint  | Audio recording device                                |                   |
| X Web site access   |   |                   |
| X Building access key/code (for necessary building access during non-traditional hours) |   |                   |

### PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

### DISCLAIMER:

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The following statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements necessary of employees to perform in this position.

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Signature

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Date