

Gahanna-Jefferson School District Position Description

Position Title:	Bus Driver
Reports To:	Transportation Supervisor
FLSA Status:	Non-Exempt
Revision Date:	September 1, 2022

SUMMARY: Safely transport students to and from school and all school related events; comply with federal and state laws, and Board of Education rules and mandates that pertain to school bus drivers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Demonstrates sound judgement and emotional stability.
- Maintains a positive attitude and works well with others.
- Ensures the safety of students.
- Interacts with staff, students and the community in a positive and respectful manner.
- Drives a school bus safely and professionally.
- Performs and properly completes daily pre-trip inspections and informs mechanic of any improper function of the bus at the earliest practical time after discovering it.
- Shall be on the bus at all times when students are loading and unloading.
- Shall follow established routes and make stops as determined by the Board of Education.
- Keeps a detailed route sheet on the bus with times, stops and other important information.
- Responsible for adding fuel to his/her bus to insure sufficient quantities for regular/extra runs.
- Complies with all traffic ordinances.
- Complies with discipline policies set forth in the School Code of Conduct for Transportation.
- Participates in on-site training.
- Shows proficiency in handling and maneuvering school bus.
- Keeps current/informed of first-aid procedures and be capable of applying it.
- Other duties as assigned by supervisor.

CONTINUING EMPLOYMENT OF BUS DRIVERS:

- Must pass a physical examination each year in May.
- Must attend an annual four-hour inservice workshop.
- Must have a Criminal History Records Check every six years.

SUPERVISORY RESPONSIBILITIES:

- Supervises students while transporting them.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- High school diploma or general education degree (GED).
- Must have an excellent driving record.
- Must be able to pass a physical examination including a drug test.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must be able to obtain a Commercial Driver's License.
- Must pass State Skill Test and State Written Test.
- New drivers must have or be in the process of obtaining a Standard First Aid Certificate.

LANGUAGE SKILLS:

- Ability to read a limited number of two and three syllable words and to recognized similarities and differences between words and between series of numbers.
- Ability to print and speak simple sentences.

MATHEMATICAL SKILLS:

- Basic mathematical skills (e.g., time sheets, mileage reports).

REASONING ABILITY:

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

OTHER SKILLS and ABILITIES:

- Ability to work in a friendly manner with co-workers and students.
- Ability to read and understand maps.
- Ability to pass State Skill Test, State Written Test and the Department of Transportation physical.
- Ability to communicate clearly and concisely both in oral and written form.
- Ability to perform duties with awareness of all District requirements and Board of Education policies.

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. 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 continuously required to sit and occasionally required to walk or stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee frequently repeats the same hand, arm or finger motion many times. The employee frequently uses hand strength to grasp tools. The employee must occasionally lift and/or move students. Specific vision abilities required by this job include close vision, color vision, depth perception and peripheral vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in temperatures above 100° and below 32° and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety and well-being of others. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard.

The employee shall remain free of any alcohol or non-prescribed controlled substance use in the workplace throughout his/her employment with the District. This prohibition includes being under the influence of improper substances and manifesting signs of recent use of improper substances.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent’s supervisor, appointing authority.

The Gahanna-Jefferson Public Schools Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, ancestry, military status, or disability.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I hereby agree that I am able to perform all of the essential functions of the job with or without accommodations. A copy was given to me for my records.

Signature

Date

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.