Little Miami Local School District
Job Description

Position:	Bus Driver
Reports to:	Transportation Supervisor
Work Calendar:	Full Time/Part Time
Salary:	
FLSA Status:	Classified
Evaluation:	The performance of this job assignment will be evaluated annually in accordance with the provisions of the Board's policy.

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES

Drivers will transport students to and from a variety of school sites and will assure their safety while they are passengers in the school bus. Employees in this classification receive general supervision within a framework of standard policies and procedures. This Job class is responsible for ensuring the safety of all passengers including special education students while operating the assigned bus and for ensuring the assigned bus is in a safe operating condition at all times. Drivers may be assigned to drive wheelchair buses.

Qualifications: The employee shall:

1. Have an acceptable criminal background check within the past twelve months of employment and a negative pre-employment drug test.
2. Be of good moral character.
3. Be physically qualified as determined by an annual physical and present a valid annual physical certificate.
4. Posses a valid Ohio Driver License
5. Posses a Commercial Driver License with a School Bus Passenger endorsement.
6. Hold a current bus driver certificate issued by the Warren County Board of Education.
7. Have satisfactorily completed all behind the wheel training.
8. Have satisfactorily completed the School Bus Driver Education Program.
9. Attend all safety workshops and meetings as required by the school district administration.
10. Must be available to drive any and all routes, shuttles, etc.
11. Maintain excellent or above average attendance.
12. Maintain a safe driving record that meets the insurance requirements.

Functions/Responsibilities:

1. Will drive any and all routes as required by the Transportation Supervisor or designee.
2. Transport authorized students to and from school.
3. Transport authorized students to and from extra-curricular activities.
4. Transport authorized students to and from school buildings.

5. Operate a two-way radio.
6. Oversees the loading and unloading of students, releasing students to authorized individuals. Also identifies and designates each stop's "Place of Safety".
7. Loads and unloads students in wheelchairs on and off bus; inspects wheelchairs for operational safety and permits only properly functioning wheelchairs to load.
8. Maintains order and proper discipline of passengers; resolves disputes, documents and reports severe discipline cases.
9. Conducts established safety and operational inspection of assigned vehicle on a daily basis.
10. Assures the maintenance of the bus to be in safe operating condition.
11. Reports needed mechanical repairs.
12. Sweeps the interior of the bus daily.
13. Services the bus with fuel and oil.
14. Follows established security procedures.
15. Exercises good judgment and extreme caution while operating a school bus.
16. Meets the physical requirements necessary to safely and effectively perform required duties
17. Recognizes and reports mechanical safety hazards.
18. Remains calm in an emergency situation. Is a problem solver.
19. Establishes and maintains effective work relationships in the performance of duties.
20. Follows the established drop off and pickup order of assigned students.
21. Confers with parents, supervisors, schedulers, and other staff regarding transportation needs.
22. Documents route and adjusts route for new and/or dropped students.
23. Maintains a variety of records and reports including but not limited to mileage, routing, maintenance, and time schedules.
24. Attends meetings, programs, and in-service training as assigned.
25. Maintains current required licenses and certificates.
26. Notifies appropriate individuals of any delays in scheduled route.
27. Assists with other routes when breakdown or other unusual circumstances occur as assigned.
28. Properly applies first aid practices and procedures.
29. Accept/relate to students with a variety of needs.
30. Follows the Ohio Pupil Transportation Operation and Safety Handbook regarding all proper procedures for transporting students.
31. Performs all other duties deemed necessary by the Transportation Supervisor or Designee.

Essential Skills

1. **Language Skills:** Ability to read and interpret documents such as maps, safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with students, parents, and supervisors.
2. **Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

3. **Reasoning Ability:** Ability to carry out instructions furnished in written, oral, or diagram form in an independent manner. Ability to be a problem solver.
4. **Computer Skills:** To perform this job successfully, an individual should have knowledge of internet software, word processing software, application software, and e-mail software.
5. **Physical Demands:** The physical demands described here are representative of but not all inclusive 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.

   When 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 frequently required to stand and walk. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee may need to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. Other physical abilities such as hearing, that may be required to safely drive and transport children.
6. **Work Environment:** The employee will be performing this position on a school bus. The noise level is usually moderate.
7. **Equipment Operated:** Calculator, copy machine, fax machine, telephone/voice mail, computer, printer, communication devices (cell phones, Walkie-Talkies, two-way radios using the required codes).

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue
2. Occasional operation of a vehicle in inclement weather conditions
3. Occasional interaction among unruly children
4. Occasional interruption of duties by staff, students, parents, and supervisors
5. Occasional requirement to work beyond the normal workday

Adoption Date: 5/21/13

LITTLE MIAMI LOCAL SCHOOL DISTRICT

JOB DESCRIPTION

Title: Bus Driver

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

_____ _____

(Local Superintendent/Designee) (Date)

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 further certify that I have reviewed the most current copy of the Little Miami Board of Education Personnel Policy Manual.

_____ _____

(Signature) (Date)

Adopted: 5/21/13