

Houston County Board of Education

Job Description

Classified Positions

Job Title: School Bus Driver

Job Code 461

Department/Location Transportation

FLSA Status: Non Exempt

Reports To Transportation Coordinator

Date: August 27, 2004

Summary and relationship to the curriculum: All classified positions will strengthen the delivery of instruction to support the system mission statement. This position provides safe and timely pupil transportation services to and from home and school.

Essential Duties and Responsibilities:

1. Transports students to and from school in a safe and timely manner.
2. Drives any make or model bus as assigned in the system's fleet.
3. Maintains student discipline on the bus and communicates with parents as needed. Refers serious infractions to the appropriate personnel.
4. Maintains professional communication with students, parents, administrators, coworkers and the general public.
5. Completes pre-trip inspection prior to each operation and reports deficiencies immediately according to established procedures.
6. Completes post-trip inspection to ensure each student has been delivered to correct destination.
7. Processes and turns in monthly pre-trip inspection cards.
8. Complies with pick up and drop off locations and times.
9. Continually updates route book for accuracy.
10. Reports all accidents and emergencies immediately.
11. Operates school bus in accordance with federal and Georgia laws.
12. Maintains external and internal cleanliness of bus for safe and comfortable operation.
13. Completes reports as required.
14. Attends training as required.
15. Performs other duties as assigned.

Qualifications: 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.

- a) **Education and/or Experience:** High school diploma or general education degree (GED). One to two years of experience driving a school bus or other vehicle requiring a commercial driver's license (CDL) is preferred.

- b) **Certificate or License Required:** Valid Georgia Commercial Drivers License, Class B with a P and S endorsement is required. Must have held a valid driver's license for a minimum of the previous three (3) years with a verifiable driving record. Must be a minimum of 18 years of age.
- c) **Language Skills:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations. Ability to effectively communicate to students.
- d) **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- e) **Reasoning Ability:** Ability to apply commonsense understanding to carry out instructions furnished in written or oral form. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to understand mechanical functioning of school bus to report defects.
- f) **Interpersonal Skills:** Ability to be a team player, work well with others and receive direction well. Must be capable of interacting effectively with administrators, teachers, staff members, students, parents, and the general public using tactful and helpful customer service.

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.

- a) While performing the duties of this job, the employee is regularly required to walk, stand, climb stairs, and lift. Occasionally, the employee must crouch or kneel. The employee must be able to exert or lift up to 50 pounds, with occasional lifting up to 75 pounds. Range of motion must allow visual observation of activities inside and outside the vehicle. Extended arm use and use of both feet to operate all mechanical controls is required
- b) Must pass state specified physical exam annually.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate. Bus travel involves exposure to outdoor and traffic elements.

Confidential Data Exposure: The nature of this position entails exposure to confidential data. Confidentiality must be held regarding financial and personal information.

Additional Requirement: Must be at work on time. Must meet attendance standards. Must conduct activities safely.

Approved By Board of Education Date December 8, 2004

Revision Dates: 12-8-04; 10-04-16