



## HENDRY COUNTY SCHOOL DISTRICT JOB DESCRIPTION

### JOB TITLE/ASSIGNMENT

**Position:** School Bus Driver

#### **Qualifications**

- Possess a valid Commercial Driver's license with proper passenger and school bus endorsements.
- Attained a minimum of five years of licensed driving experience
- Successful completion of a state-approved training course for school bus drivers
- Demonstrates aptitude for supervising children
- Demonstrates the ability to prepare required written reports

#### **Job Goal**

To provide safe and efficient transportation to enable students to realize the benefits of the district's curriculum and extra-curricular programs.

#### **Reports To**

Route Coordinator / Manager

### RESPONSIBILITIES/DUTIES

#### **Performance Responsibilities**

- Obeys all traffic laws.
- Observe all mandatory safety regulations for school buses.
- Maintains discipline when students are on the bus.
- Reports undisciplined students to the proper authority.
- Keep the assigned bus clean.
- Adheres to the assigned schedule.
- Performs proper pre-trip inspection as prescribed before each operation.
- Notifies the proper authority in case of mechanical failure or lateness.
- To allow students to load or unload the bus only at authorized stops.
- Exercises responsible leadership on all extra-curricular trips.
- Transports only authorized persons.

## Job Description

### Position: School Bus Driver

- Reports all accidents and completes required reports.
- Enforces regulations against smoking and eating on the bus.
- Attends all required safety and training sessions.
- Prepares and submits all required reports promptly, including the Driver's Monthly Report, Weekly Pre-trip Inspection Roster, F.T.E. surveys, extracurricular trip reports, etc.
- Complies with all requirements of the Transportation Department directives, School Board policies, and State Board of Education rules.
- Operates the bus side-lift for loading and unloading students in wheelchairs. Secures the wheelchairs into place on the bus when applicable.
- Assumes responsibility for reporting for evacuation shelter support in the event of an emergency and any other duties assigned during an emergency evacuation.
- Performs other related duties as required (NOTE: the omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### PHYSICAL REQUIREMENTS

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects. Ability to actively work in classroom, office, and other business and community settings. Ability to move freely and perform duties in numerous locations throughout the day (typically involving frequent standing, walking, sitting, bending, and lifting). Exposure to noise and activity of a school setting. Exposure to weather conditions. Ability to travel outside the district for a variety of meetings and conferences. Workers may be required to restrain a physically active individual in an emergency as a temporary safety precaution.

### TERMS OF EMPLOYMENT

**Calendar Months:** 9 Month

**Salary Schedule:** Non-Instructional (Bargaining) **Pay Grade:** 92

Salary and Benefits as determined and approved annually by Hendry County School Board.

### EVALUATION

The performance of this job will be evaluated annually in accordance with School Board Policies for evaluation of administrative personnel.

### ADDITIONAL CONDITIONS

Conditions for continued employment if applicable: \_\_\_\_\_

Revised: 06/19/2024

Adopted: 11/05/2024

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### ACKNOWLEDGEMENT

This job description is intended to provide an overview of the position's requirements. As such, it is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. The District reserves the sole right to add, modify, or exclude any essential or non-essential requirements at any time with or without notice. Nothing in this job description, nor the completion of any job requirement by the employee, is intended to create a contract of employment of any type.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_