



HERMANTOWN

COMMUNITY SCHOOLS

POSITION DESCRIPTION

Revised 7/15/15

SECTION I: GENERAL INFORMATION

Position Title: Bus Driver	Department: Transportation
Report to: Transportation Director	FLSA Status: Non - Exempt
Anticipated Starting Date:	Bargaining Unit: Transportation

SECTION II: JOB SUMMARY

Performs intermediate semiskilled work operating a school bus, transporting students to and from school, activities or events, and related work as apparent or assigned. Work is performed under the supervision of the Transportation Director.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides transportation to students to and from school and extra-curricular activities and works with school principals and transportation supervisors to maintain discipline on the bus.
- Maintains a clean bus including windows, floor, seats, etc.
- Safety checks bus before every run for lights, stop arm, tire wear, and pressure and brakes.
- Keeps an appropriate level of fluids including gas and oil records and same with mileage.
- Provides information for establishing routes appropriate to efficient transportation.
- Instructs substitute drivers of your route.
- Performs related work as apparent or assigned.

SECTION IV: EXPERIENCE REQUIREMENTS

- Specific training or job experience required before appointment.

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- High school graduate or GED, or an equivalent combination of education and experience to demonstrate ability to perform work.
- Minnesota Class B-2 driver's license with school bus endorsement and ability to drive and manage students simultaneously.

SECTION VI: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- Participates in in-service training programs as assigned.
- Maintains confidentiality and data privacy.
- A clear and demonstrated commitment to the District mission, where All will learn well and succeed.
- Perform assigned responsibilities in a manner consistent with the District's established policies.
- Advance the District's mission and values through careful attention to the key issues of Learning, Environment, and Resources.

SECTION VI: PHYSICAL JOB REQUIREMENTS

KEY: N=NEVER		O= OCCASIONALLY (1-33%)		F=FREQUENTLY (34-66%)		C=CONSISTENTLY (67%-100%)	
Demands			Demands			Demands	
Physical			Lifting/Carrying			Exposure to Envir Conditions	
Standing		F	Up to 10 pounds	O		Possible exposure to bloodborne pathogens	
Walking		F	Up to 25 Pounds	O		Toxic Chemical	
Sitting		F	Up to 50 pounds	N		Moving Parts	
Talking in person/on the phone		F	Up to 75 Pounds	N		Electrical Shock risk	
Pushing/Pulling		O	Up to 100 pounds	N		Explosives	
Hearing		F	More than 100 pounds	N		Fumes	
Feeling, Grasping, Finger Dexterity		O				Extreme cold (non-weather)	
Climbing, Balancing		O	Noise Levels			Extreme heat (non-weather)	
Stooping (bending at waist)		O	Quiet	O		Varying weather conditions	
Crouching, crawling, kneeling, squatting		O	Moderate noise	F		Sight	
Stretching/reaching with hands and arms		O	Loud Noise	O		Vision for close work/ability to adjust focus	
Distinguishing smell		O	Very Loud Noise	O		Looking at computer monitor	
Distinguishing temperature		O				Color vision (Identify & Distinguish colors)	
Traveling by Automobile/Bus/Van		O				Peripheral, depth perception	

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

NOTE: All of our current openings are posted online, whether full-time, part-time or temporary. Resumes/applications are not accepted via email, snail mail or any other means outside of this electronic application system.