



Lafayette Parish School System Job Description

Job Title: Bus Driver
Department: Transportation
Reports To: Transportation Operations Manager
Approved Date: 02/2025

Salary Scale: Bus Driver
Pay Grade: N/A
FLSA Status: Non-Exempt
Days: 180-days
2002 Sales Tax Eligible: No

SUMMARY OF POSITION: Transports students, teachers, and authorized personnel in a bus for the Lafayette Parish School System.

QUALIFICATIONS: EDUCATION AND/OR EXPERIENCE: High school diploma, state-issued high school equivalency credential (i.e., GED, HiSET, TASC), or Pass a Lafayette Parish School System's Job Skills/Knowledge test. Must have valid commercial driver's license (CDL) with passenger endorsement.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other additional duties/responsibilities assigned by the Supervisor and/or Superintendent may be assigned.

- Operates school buses in compliance with laws, rules, regulations, policies, and procedures. Adheres to established schedules to safely pick up, transport, and discharge students and staff.
- Maintains student discipline on the bus. Coordinates with school principals and area transportation supervisors to resolve serious disciplinary problems.
- Transports only students, teachers, and authorized personnel
- Discharges students only at authorized stops
- Reports all accidents and completes required reports immediately
- Become familiar with and adhere to all applicable policies, statutes, and procedures set forth in BESE Bulletin 119 and the Lafayette Parish School System.
- Maintains bus in a safe and clean condition
- Reports suspected mechanical defects and malfunctioning equipment to the proper authority on assigned vehicles.
- Completes all forms required by Bulletin 119 and return them on-time monthly.
- Attends periodic safety meetings and attends a minimum of eight hours in-service training biannually
- Adheres to assigned route and schedule
- Cooperates with other drivers in case of emergency
- Drives regular assigned routes and extra routes during the school day as assigned by the Director of Transportation
- Special Education - Bus drivers must maintain a daily bus log (attendance record) showing whether students rode the bus each day.
- Special Education - Bus drivers are responsible for proper securing of all occupant restraint systems. Assists students in boarding buses; places wheelchairs securely in buses; transports students' medical apparatus.
- Contract Bus Drivers must maintain a current student roster of students assigned to their bus routes.

METHOD OF EVALUATION: Evaluations in accordance with the Lafayette Parish School System Policy GBI-Evaluation.

PROFESSIONALISM AND CONDUCT STANDARDS:

Quality of Work - attention to detail and accuracy of work that meets and exceeds expectations

- Completes tasks, reports, and documents accurately according to specified timelines and expectations; Makes wise and appropriate decisions after identifying and analyzing relevant information

Availability - punctual, adheres to work schedule and has overall satisfactory attendance

- Adheres to district guidelines relative to attendance; Regularly reports to work on time and work additional hours when deemed necessary and pre-approved by your immediate supervisor

Communication Skills - all verbal, non-verbal, visual, and written exchange of information is of satisfactory caliber

- Uses verbal and non-verbal communication in a manner respectful of others; Demonstrates skill in giving and receiving feedback; Uses active listening skills; Writes and speaks clearly and concisely so that the message is understood; Maintains communication with immediate supervisor, keeping him/her informed of problems, concerns, and significant developments

Interpersonal Skills / Teamwork - works cooperatively with colleagues, students, parents, and vendors

- Promotes and supports a culture of inclusion, diversity, dignity, respect, and fairness for all stakeholders; Attends and constructively participates in meetings and professional development activities; Accepts and uses constructive feedback; Cooperates with building and district staff in planning and evaluation

Personal Impact - presentable, appropriate appearance for position, represents district positively

- Wears attire appropriate to job responsibilities; practices personal grooming that is appropriate for work environment; Develops and maintains a safe and caring environment for all of our stakeholders; Advocate positive personal behavior on or off campus and attempt to avoid improprieties or the appearance of improprieties

Productivity - performs work efficiently, on time, and effectively while uses available resources

- Identifies problems and issues and works collaboratively to contribute ideas and find solutions; Minimizes bias in self and others and accepts responsibility for his/her own actions

Adaptability - accepts and adjusts to change, performs multiple tasks, organizes work, sets work priorities, and performs other duties as assigned

- Follows directives as assigned by supervisor; Cooperates with administration in the performance of additional duties.

Policy – comply with all Lafayette Parish School System Policies and Procedures

- Adheres to laws, board policies and procedures, administrative rules, practices, and guidelines and applies all fairly, consistently, wisely, and compassionately; Adheres to ethical, legal and professional standards; Maintain the confidentiality of all School Board information by refraining from accessing, discussing, or disclosing anything outside the scope of employment unless authorized by immediate supervisor.
- The Lafayette Parish School Board shall require all personnel to follow the district/school calendar and holiday schedule during the school term. All employees are required to adhere to daily schedule, punctuality, and attendance set forth by the district.

EXPECTATIONS:

Expectations include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily along with adhering to the professionalism and conduct standards. The requirements listed above are representative of the knowledge, skills, and/or ability required.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The work environment is representative of conditions an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to a noise level in the work environment which is moderate to loud, outside weather conditions, a variety of childhood and adult diseases and illnesses, heated/air conditioned and ventilated facilities, a building in which a variety of chemical substances are used for cleaning, instruction and/or operation of equipment. This job does require public contact, both on the telephone and in person, under sometimes-stressful conditions.

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. The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The information contained in this job description is in 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.

Employee's Printed Name

Supervisor's Signature

Employee's Signature

Date