

**CHARDON LOCAL SCHOOL DISTRICT**  
**JOB DESCRIPTION**

<b>Title:</b>	<b>BUS DRIVER</b>	<b>File 702</b>
<b>Reports to:</b>	Director of Transportation	
<b>Job Objective:</b>	Operates a school vehicle to provide authorized transportation services. <i>NOTE:</i> Safety is the top priority even if delays disrupt the regular schedule.	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"><li>• High school diploma or GED. Successful completion of pre-service bus driver training program.</li><li>• Valid Commercial Driver's License (CDL) with school bus and passenger endorsements.</li><li>• Qualified to be covered by the district's insurance carrier. Completes required ongoing training to maintain license and endorsements.</li><li>• Demonstrates a clear understanding/commitment to defensive driving practices and ability to deal with stressful traffic, weather conditions and passenger distractions.</li><li>• Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.</li><li>• Documents/maintains a record free of criminal violations that prohibit public school employment.</li><li>• Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.</li><li>• Satisfactory pre-employment and ongoing random drug/alcohol test results.</li></ul> <b>Physical Demands:</b> Duties may require providing physical assistance to students.	
<b>Essential Functions:</b>	<p><b>1. Provides safe and dependable conveyance of students.</b></p> <ul style="list-style-type: none"><li>• Complies with all Ohio Administrative Code pupil transportation operation and safety rules.</li><li>• Performs pre-trip and post-trip safety inspections. Checks safety equipment and first aid supplies.</li><li>• Reports equipment concerns and/or malfunctions in writing immediately.</li><li>• Assumes responsibility for the interior and exterior cleanliness of the vehicle. Seeks advice when uncertain about product use, storage or disposal procedures. Follows health and safety regulations to clean up blood, body fluids/tissue, etc.</li><li>• Fuels the vehicle. Monitors fluid levels (e.g., oil, windshield washer, brake, transmission, etc.).</li><li>• Maintains established routes and schedules. Suggests route modifications that improve efficiency.</li><li>• Transports only authorized passengers.</li><li>• Reports road hazards or other problems that may impede district services.</li><li>• Practices defensive driving. Complies with all motor vehicle laws (e.g., speed limits, complete stops, etc.). Reports traffic citations, accidents, or property damage to the department supervisor.</li><li>• Attempts to identify and report vehicles that fail to comply with traffic regulations (e.g., failure to stop for flashing bus lights, passing in prohibited zones, etc.).</li><li>• Loads and unloads students at assigned stops. Ensures passengers are seated before the vehicle moves. <i>NOTE:</i> The driver and bus assistant work as a team on wheelchair lift vehicles to secure seat belts, wheelchairs and other mobility equipment.</li><li>• Communicates rules to students (i.e., expectations and consequences). Assumes responsibility for controlling students on the bus. Keeps supervisors informed about behavior concerns.</li><li>• Provides assistance as needed when aware of passengers with medical/health considerations.</li><li>• Follows district field trip procedures. Remains available to passengers during trips as instructed.</li><li>• Conducts emergency evacuation drills that comply with current state standards.</li><li>• Participates in the district's bus safety program as directed.</li><li>• Protects district property. Implements procedures to prevent the loss of supplies/equipment.</li></ul> <p><b>2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.</b></p> <ul style="list-style-type: none"><li>• Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.</li><li>• Contributes to an effective working environment. Performs all aspects of the job.</li><li>• Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.</li><li>• Keeps an acceptable attendance record and is punctual.</li><li>• Maintains a professional appearance. Wears work attire appropriate for the position.</li><li>• Respects privacy. Maintains the confidentiality of privileged information.</li><li>• Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.</li></ul> <p><b>3. Maintains open/effective communications.</b></p> <ul style="list-style-type: none"><li>• Provides prompt notification of personal delays or absences.</li><li>• Refers policy interpretation questions to an appropriate administrator.</li><li>• Seeks clarification when directives are unclear.</li><li>• Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.</li></ul>	

**4. Pursues opportunities to enhance personal performance.**

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to use task-appropriate technology effectively.

**5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.**

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.
- Manages student behavior using positive behavioral support techniques.

**6. Performs other specific job-related duties as directed.**

- Helps implement workplace initiatives that advance organizational goals.

**Performance Evaluation:**

Employee performance is evaluated according to applicable law, board policies/regulations, contractual agreements and district administrative procedures.

**Working Conditions:**

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **when duties entail any of the following situations:**

**Encounters** with aggressive, angry, rude, or unpleasant individuals.

**Exposure** to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

**Exposure** to blood-borne pathogens or contagious diseases.

**Exposure** to severe weather conditions or temperature extremes.

**Movements** that require balancing, bending, climbing, crouching, kneeling, or reaching.

**Operating** or riding in a vehicle. Working in or near vehicular traffic.

**Performing** tasks that require complex sequencing, dexterity, strength, stamina, etc.

**Traveling** to meetings and work assignments.

**Working** at heights, in confined spaces, or under diminished/variable lighting.

This job description document does not establish a contract or alter board-authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates, and work schedules may vary by assignment. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.