

**Boardman Local Schools  
Classified Job Description**

**School Bus Driver**

**Reports to:** Supervisor of Transportation

**Evaluated by:** Supervisor of Transportation

**Employment Status:** 187 days - 4 Hours

**FLSA Status:** Non-Exempt

**Description:** The School Bus Driver is responsible for the safe transportation of all school age children to and from school and to all school sponsored extra-curricular activities.

**NOTE:** The following lists are not ranked in order of importance.

**A. Qualifications:**

1. Being of legal age with a minimum of five years driving experience.
2. Being physically qualified (rule 3301-83-07 of the Administrative Code.)
3. A valid Commercial Drivers License (CDL) with an SP endorsement
4. Holding school bus driver certification by a city or exempted village superintendent or by a county educational service center or county board of mental retardation and developmental disabilities, head start program administrator, or nonpublic administrator.
5. Completing pre-service and in-service training (rule 3301-83-10 of the Administrative Code.)
6. Physical capability of safely and appropriately lifting and managing preschool and special needs children when necessary.
7. Ability to cope with stressful situations.
8. Possessing or upgrading skills through formal and/or in-service training.
9. The ability to test negatively on any administered drug test
10. Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate.
11. School bus and van drivers must submit fingerprints for both BCI and FBI background checks when they **renew their six-year certificates**. All employees must have a TB test.

**B. Core Functions:**

1. Ensure safety of students
2. Promote good safety practices and procedures
3. Use sick, personal, vacation, and professional leaves in accordance with school policy
4. Exhibit consistency in daily work attendance and conforming to work hours (attendance)
5. Exhibit interest and enthusiasm toward work including a willingness to accept suggestions and written rules, and loyalty to the school system (positive attitude)
6. Ability to work harmoniously and cooperatively with others as a team member and follow the appropriate chain of command
7. Exhibit promptness and diligence in the performance of all work related duties
8. Exhibit proper use, care and custody of Board owned equipment, supplies and facilities.

**C. Essential Functions:**

1. Transport students safely and efficiently to and from school and school related events
2. Follow assigned bus routes and schedules
3. Report any mechanical problems to the bus mechanic/supervisor
4. Keep assigned vehicle in a clean, healthful, attractive condition inside and out
5. Observe and obey all federal, state, and local laws and regulatory standards for school buses
6. Maintain Pupil Transportation Discipline Policies and report any violations to the proper authorities as prescribed
7. Notify the Supervisor of Transportation in case of mechanical failure or late arrival of students to school
8. Transport only authorized students to and from authorized stops
9. Report all accidents and complete required reports
10. Enforce applicable federal and state laws, and the Board of Education policies
11. Complete established pre-trip inspection of vehicle
12. Report any hazardous conditions along the existing route to the Supervisor of Transportation

13. Must be available in the event of emergency dismissal
14. Notify the Supervisor of Transportation in case of illness in order to permit time to secure a substitute driver
15. Share in the responsibility for driving for a school-sponsored event and/or approved field trip
16. Conduct annual front door, rear door and combination front and rear door emergency evacuation drills
17. Legibly prepare and maintain records, reports, route maps, schedules, pupil lists, and accident reports as required by the State of Ohio, Ohio Department of Education, and the Board of Education
18. Maintain respect at all times for confidential information, e.g. student identification information, student medication
19. Interact in a positive manner with staff, students and parents, demonstrating tact and diplomacy
20. Promote good public relations by personal appearance, attitude, and conversation and by the safe and professional operation of a school bus
21. Attend meetings and in-services as required to maintain current school bus operational standards

**D. Other Duties and Responsibilities:**

1. Warm up the engine gradually in cold weather
2. Exercise responsible leadership when on out-of-district school trips
3. Recertification of driver certificate every six years
4. Program and operate GPS routing systems
5. Perform other duties as assigned by the Supervisor of Transportation

**E. Required Knowledge, Skills, and Abilities:**

1. Ability to work effectively with others
2. Ability to communicate ideas and directives clearly and effectively both orally and in writing
3. Effective, active listening skills
4. Organizational and problem solving skills
5. Basic first aid and CPR certification
6. Knowledge of the streets in Boardman and surrounding areas
7. Ability to read and understand verbal and written instructions, written warnings and labels
8. Trained in student management, and handling of special needs children
9. Trained to recognize signs of abuse or neglect and the signs of drug or alcohol abuse
10. Ability to work independently
11. Good moral character, above reproach in conduct and contact with staff members and students of all ages

**F. Equipment Operated:**

1. School bus
2. Passenger van
3. Electronic/hydraulic wheelchair lift and wheelchair hold downs
4. UHF Two-Way radio
5. Safety equipment on bus
6. Fire extinguisher
7. First aid kit
8. Body fluid kit
9. Various handheld items, e.g. tire iron, oil can, flares, broom, dustpan, flashlight, squeegee, tire gauge
10. GPS routing system
11. Fuel dispensing units

**G. Additional Working Conditions:**

1. Occasional exposure to blood, bodily fluids and tissue
2. Occasional operation of a bus or vehicle in inclement weather conditions
3. Frequent interaction among unruly children
4. Occasional evening/weekend/summer work
5. Occasional requirement to lift and carry bus supplies up to a maximum of 25 pounds, e.g., oil and fluids
6. Frequent requirement to climb: steps on bus, to check bus fluids, through emergency door, on bumpers to adjust mirrors and/or clean windshield
7. Frequent stooping, kneeling and crouching during inspections
8. Frequent requirements to balance when adjusting side mirrors
9. Frequent extensive sitting, up to two hours at a time
10. Frequent exposure to high levels of noise, e.g., bus engines
11. Frequent repetitive hand motion, e.g., opening bus door and turning the steering wheel
12. Occasional requirement to lift students up to 90 pounds or push and pull wheelchair bound students, up to 500 pounds

13. Occasional requirement to carry bus students in an emergency evacuation
14. Frequent exposure to various fumes, i.e., carbon monoxide and diesel fuel
15. Frequent requirement to sit, stand, walk, talk, hear, see (color vision required), read, speak, reach, stretch with hands and arms, crouch, climb, balance, kneel and stoop
16. Occasional requirement to restrain students
17. Occasional requirement to have an extended work day

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

I have met with and reviewed the above job description with the employee.

\_\_\_\_\_  
Superintendent or designee

\_\_\_\_\_  
Date

Adoption date: