

## MARION COUNTY JOB DESCRIPTION

Job Title:	Bus Driver	
Department:	Transportation	
Location:	Bus Garage	
Reports To:	Supervisor Transportation	
Approved By:	Marion County Board of Education	Date: December 2010

**SUMMARY:** Drives bus to transport students over specified routes according to time schedule. Complies with traffic regulations.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Drives a school bus safely and professionally.
- Complies with all traffic ordinances.
- Participates in on-site training.
- Shows proficiency in handling and maneuvering school bus.
- Meets all bus driver qualifications and responsibilities as set forth in 702 KAR 5:080.
- Drive school bus on assigned routes and other designated trips.
- Be responsible for conduct of students while riding bus.
- Reports misconduct of students to appropriate principal.
- Reports any ill feeling of parents or other adults.
- Reports any needed route changes.
- Performs inspection of bus prior to each trip taken and completes required report in a timely manner.
- Completes other reports as may be assigned in order to maintain a safe and efficient transportation system.
- Performs other duties as required by Superintendent.

**SUPERVISORY RESPONSIBILITIES:** Supervises students while transporting them.

*QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION AND/OR EXPERIENCE:** High school diploma or general education degree (GED). Must be able to pass physical including drug test.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must have a Commercial Driver's License. Must pass State Skill Test and State Written Test.

**LANGUAGE SKILLS:** Ability to read a limited number of two and three syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

**MATHEMATICAL SKILLS:** Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**OTHER SKILLS AND ABILITIES:** Ability to work in a friendly manner with co-workers and students. Ability to read and understand maps. Ability to pass State Skill Test, State Written Test, Department of Transportation physical and MDE Basic Training Program. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

*Physical Demands: 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is continuously required to sit and occasionally required to walk or stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee frequently repeats the same hand, arm or finger motion many times. The employee frequently uses hand strength to grasp tools and is continuously driving on the job. The employee must occasionally lift and/or move up to 75 pounds such as students. Specific vision abilities required by this job include close vision, color vision, depth perception and peripheral vision.

*WORK ENVIRONMENT: The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally works in temperatures above 100° and below 32° and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety and well-being of others. The noise level in the work environment is frequently loud so that you may have to raise your voice to be heard.