



## Transportation Bus Driver

### Job Description

**Reports to:** Director of Transportation

**Location:** Transportation Service Center

**Evaluated by:** Director of Transportation

**Evaluation period:** Annual

### **Responsibilities and Duties:**

- Skilled in the operation of light and heavy school buses in transporting students to and from schools.
- Transports students to and from school, following a preplanned route according to a definite time schedule.
- Completes a daily pre-trip inspection of bus before routes.
- Drives bus carefully and in compliance with traffic regulations. Assumes responsibility for the safety of school children in loading, unloading and transporting them to and from school and on field trips.
- Ensures that communication device (e.g. two-way radio) is in proper working order before each trip.
- Regulates heating equipment and ventilation of bus for comfort of passengers.
- Instructs children in safety precautions and practices. Signals children when to cross street and assures that children are safely across upon departure from bus.
- Maintains discipline; reports unruly behavior to principal of school or to supervisor.
- Inspects all seats on the bus at the end of each route to make sure no students are left on bus.
- Inspects and sweeps bus. Keeps bus clean of all debris.
- Checks water, gas, oil and mechanical condition before leaving on route.
- Reports delays and accidents. Assures that medical emergency procedures are followed. Completes a written accident report, as needed.
- Keeps operational records and makes simple reports, as needed.
- Reports defects or problems with vehicle to a mechanic in a timely manner.
- Assures bus meets regular maintenance schedules.
- Conducts two yearly bus evacuation drills.
- Attends mandatory state safety meetings and local in-service meetings.
- Maintains a current CDL license.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential function 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; two years of related experience and/or training. CDL is required

### **Language Skills:**

Ability to read and interpret documents. Ability to write routine reports and correspondence. Ability to communicate effectively with students, parents and staff.

### **Reasoning ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Terms of employment:**

180 days

Wage Rate: Starting at \$25.00

Benefits: Medical Insurance, Life Insurance, Public Employee Retirement Fund (PERF) qualifying position

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Corporation.