

MIDVIEW LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: BUS DRIVER

File 701

Reports to: Transportation Supervisor

Job Objective: Operates a school bus or van to provide authorized transportation services.

- Minimum Qualifications:**
- High school diploma. Successful completion of state pre-service bus driver training program.
 - Valid Commercial Driver's license (CDL) with school bus and passenger endorsements.
 - Ability to cope with stressful traffic, weather conditions and passenger distractions.
 - Completion of the state pre-service school bus driver training program and on-going participation in training necessary to maintain required license and endorsements.
 - Complies with all pupil transportation operation and safety rules found in Ohio Administrative Code.
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Demonstrates dependability/flexibility. Reacts to interruptions/emerging priorities effectively.
 - Demonstrates maturity. Interacts comfortably/confidently with the public.
 - Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets all mandated health screening requirements.
 - Meets all prerequisite and ongoing qualifications to be covered by the district's insurance carrier.
 - Satisfactory pre-employment and ongoing random drug/alcohol test results.
 - Ability to safely lift and manage preschoolers or students with disabilities may be required.

Essential Functions:

- 1. Provides for the safe, efficient and courteous transportation of students.**
 - a Works effectively without continuous supervision. Performs tasks efficiently to meet deadlines.
 - b Performs pre-trip and post-trip safety inspections. Checks safety equipment/first aid supplies. Reports equipment concerns/malfunctions promptly.
 - c Assumes responsibility for the interior cleanliness and outside lights/windows of the vehicle.
 - d Follows approved health/safety guidelines to clean up injuries involving chemicals, solvents, blood, body fluids and/or body tissues. Reports personal injuries that require treatment to a supervisor.
 - e Fuels the vehicle. Documents fuel consumption and mileage.
 - f Reports traffic citations, accidents, or property damage that occurs on or off the job.
 - g Directs passenger loading/unloading. Operates the wheelchair lift. Checks seat belts.
 - h Communicates bus rules to students. Assumes full responsibility for monitoring and controlling student conduct on the bus. Keeps supervisors informed about persistent behavior problems.
 - i Practices defensive driving techniques. Complies with all motor vehicle laws (e.g., speed limits, complete stops, etc.). *NOTE: Safety is the top priority even if delays disrupt the bus schedule.*
 - j Attempts to identify and report, as permitted by law, vehicles that fail to stop for flashing bus lights.
 - k Uses proper protocol when operating communication equipment.
 - l Picks up/unloads students at assigned stops or as authorized. Keeps route sheets up-to-date.
 - m Provides dependable service. Maintains established routes/time schedules. Suggests route modifications that improve efficiency. Transports only authorized passengers. Reports road hazards or other problems that may interfere with pupil transportation services.
 - n Responds to student requests for assistance. Solves concerns discreetly.
 - o Provides assistance as needed when aware of passengers with medical/health considerations.
 - p Follows district field trip procedures. Remains available to staff/students during trips as instructed.
 - q Participates in the district's bus safety program as directed.
 - r Conducts emergency evacuation drills that comply with current state standards.
 - s Protects district property. Secures equipment/storage areas as directed.
 - t Reports vandalism, graffiti, equipment malfunctions and other concerns.

- 2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.**
 - a Contributes to an effective and positive work/learning environment. Completes all assigned duties.
 - b Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - c Maintains a professional appearance. Wears work attire appropriate for the position.
 - d Maintains an acceptable attendance record and is punctual.
 - e Respects privacy and maintains the confidentiality of privileged information.
 - f Strives to develop rapport and serve as a positive role model for others.
 - g Takes the initiative to perform routine tasks independently.

3. Maintains open/effective communications.

- a Keeps informed about program/procedure changes and serves as an information resource.
- b Prepares/maintains accurate records. Submits required paperwork on time.
- c Provides prompt notification of personal delays or absences.
- d Refers district policy interpretation questions to appropriate administrator(s).
- e Routinely interacts with transportation staff to ensure complete intercommunication.
- f Seeks clarification when expectations are unclear.
- g Uses active listening and problem-solving techniques to resolve questions/concerns tactfully.
- h Uses diplomacy and self-control when dealing with other individuals. Respects diversity.

4. Pursues opportunities to enhance professional performance.

- a Attends meetings/in-service programs as directed.
- b Keeps current with advances in technology associated with work assignments.
- c Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps supervisors manage/eliminate risks.

- a Maintains high expectations for appropriate conduct. Watches for situations that may indicate a problem. Follows district protocol and state law to deal with bullying, discrimination, inappropriate behavior and suspected child abuse/neglect.

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

- a Assists with unexpected/urgent situations as needed.
- b Helps implement workplace initiatives that advance district goals.

Working Conditions:

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, loud sounds and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle. Working in/near active vehicular traffic.
- Traveling to meetings and work assignments.

Performance Evaluation:

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Midview Local School District.

The Midview Local School District is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.

Rev. 7/11