

**FIRELANDS LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: BUS DRIVER

File 702

Reports to: Transportation Supervisor

Job Objective: Operates a school bus or van to provide authorized transportation services. *NOTE:* Safety is the top priority even if delays disrupt the regular schedule.

- 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 and on-going participation in training necessary to maintain required license and endorsements.
 - Demonstrates a clear understanding/commitment to defensive driving practices and temperament to deal with stressful traffic, weather conditions and passenger distractions.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Embodies high ethical standards/integrity. Maintains confidentiality. Accepts personal responsibility for decisions/conduct.
 - Interacts confidently with others and displays a strong customer-service focus.
 - Passes all state background check requirements. Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets mandated health screening requirements following a conditional offer of employment.
 - Meets prerequisite/ongoing qualifications to be covered by the district's insurance carrier.
 - Physical ability to safely lift and/or manage preschoolers and students with disabilities.
 - Satisfactory pre-employment and ongoing random drug/alcohol test results.
 - Shows evidence of core computer competencies deemed essential at the time of hire.

Essential Functions:

- 1. Provides safe and efficient transportation of students.**
 - Complies with all Ohio Administrative Code pupil transportation operation and safety rules.
 - Performs pre-trip and post-trip safety inspections. Checks safety equipment/first aid supplies. Reports equipment concerns/malfunctions in writing immediately.
 - Assumes responsibility for the interior/exterior cleanliness of the vehicle.
 - Complies with current safety standards to clean up blood, body fluids/tissue, chemical spills, hazardous materials, mold, etc. Promptly reports work-related injuries to a supervisor.
 - Fuels the vehicle. Monitors fluid levels (e.g., oil, windshield washer, brake, transmission, etc.). Documents fuel consumption and mileage.
 - Practices defensive driving. Complies with motor vehicle laws (e.g., speed limits, complete stops, etc.). Reports traffic citations, accidents, or property damage that occurs on or off the job.
 - 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.).
 - Uses proper protocol when operating communication equipment.
 - Picks up/unloads students at assigned stops. Keeps route sheets up-to-date.
 - 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.
 - Communicates bus rules to students (i.e., expectations/consequences). Assumes full responsibility for controlling student conduct on the bus. Keeps supervisors informed about behavior problems.
 - Provides assistance as needed when aware of passengers with medical/health considerations.
 - Follows district field trip procedures. Remains available to staff/students during trips as instructed.
 - Participates in the district's bus safety program as directed.
 - Conducts emergency evacuation drills that comply with current state standards.
 - Puts misplaced items in the lost and found storage area.
 - Protects district property. Secures equipment/storage areas as directed.

NOTE: On vehicles with a wheelchair lift – the driver and aide work as a team. Before the bus starts; seat belts, wheelchairs and other assistance/mobility equipment must be secured.

- 2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Contributes to an effective and positive work/learning environment. Performs all assigned duties.
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Maintains a professional appearance. Wears work attire appropriate for the position.

- Maintains an acceptable attendance record and is punctual.
- Respects privacy and maintains the confidentiality of privileged information.
- Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.

3. Maintains open/effective communications.

- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers district policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives/expectations are unclear.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance professional performance.

- Participates in training to keep current with professional standards associated with work duties.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

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

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Recognizes and responds to prevent aggressive behavior or harassment. Complies with district procedures and federal/state laws when dealing with discrimination and suspected child abuse/neglect.

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

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

Working Conditions:

Safety is essential to job performance. Employees must exercise caution and comply with all mandated safety regulations and follow district protocols 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, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and 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.
- Performing strenuous or repetitive physical tasks for extended periods of time.
- Traveling to meetings and work assignments.

Performance Evaluation:

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Firelands Local School District Board of Education.

The Firelands Local School District is an equal opportunity employer. This job description identifies primary 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.

Revised: July 15, 2013