

## OLD BRIDGE TOWNSHIP PUBLIC SCHOOLS

### Job Description

**TITLE:** **School Bus Driver**

**JOB GOAL:** To transport pupils in a safe and efficient manner and perform all activities related to the operation of the school vehicle.

**QUALIFICATIONS:**

1. Possession of a clean CDL, Class B, Passenger Endorsement, School Bus Endorsement License and all required endorsements as determined by state law and regulations.
2. Minimum of three years previous safe driving experience.
3. Ability to maintain passenger discipline to ensure their safety and well being and protect against vandalism.
4. Ability to comply with requirements set forth in the state and district's Harassment, Intimidation and Bullying law and policies.
5. Ability to work with and interact positively with parents, staff and contractors
6. Ability to communicate effectively with students, parents and staff.
7. Required criminal history background check, proof of U.S. citizenship or legal resident alien status, and proof of New Jersey residency or exempt status.

**REPORTS TO:** Director of Transportation

**PERFORMANCE RESPONSIBILITIES:**

1. Conducts a pre-trip safety inspection of the bus prior to every trip and completes the School Bus Condition Report.
2. Notifies transportation Director of any mechanical malfunctions and/or safety hazards.
3. Adheres to established routes, designated bus stops and keeps to assigned time schedule.
4. Transports only authorized pupils.
5. Obeys all traffic laws and observes mandatory school bus safety regulations.
6. Maintains discipline on the bus and reports violations to the building principal or other authorized individual.

7. Performs interior vehicle walk-through at the conclusion of each run to ensure that no pupil remains on the vehicle.
8. Reports all accidents and pupil injuries immediately to the principal and the Director of Transportation and completes required reports.
9. Participates in emergency evacuation drills in accordance with Board policy, and instructs passengers regarding safety regulations and other bus rules.
10. Performs interior bus cleaning duties daily, cleans windows and exterior as needed, and refuels the vehicle.
11. Maintains regular and punctual attendance.
12. Must maintain confidentiality of individual student needs.
13. Must complete School bus Driver and Aide Training for Interacting with Students with Special Needs with Certificate of Completion. In accordance with N.J.S.A. 18A:39-1.2
14. Must complete Epilepsy Training the link is listed below.
15. <https://learn.epilepsy.com/courses/schools-and-seizure-preparedness-on-demand>
16. Carries out such other professional duties as may be assigned by the Superintendent and/or other duly authorized administrative staff.

**TERMS OF**

**EMPLOYMENT:** 10 month contract, salary and benefits in accordance with the Collective Negotiations Agreement between the Board and the OBEA

**EVALUATION:** Performance of this job will be evaluated annually in accordance with state law and the Board's Policies on evaluation of staff.

**PROPOSED:** 11/14/2006

**APPROVED:** 11/21/2006

**REVISED:** 02/15/2011, 9/19/23

**Legal References:**

N.J.S.A. 18A:6-7.1

Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception Comprehensive Education Improvement and Financing Act

N.J.S.A. 18A:7F

<u>N.J.S.A. 18A:16-1</u>	Officers and employees in general
<u>N.J.S.A. 18A:16-1.1</u>	Appointment of temporary employees
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:7F</u>	Educational facilities construction and financing act
<u>N.J.S.A. 18A:17-49 – 52</u>	Definitions relative to public school facilities
<u>N.J.S.A. 18A:39-17 et seq</u>	Fingerprinting and Identification of Drivers
<u>N.J.S.A. 34:5A-1 et seq</u>	N.J. Worker and Community Right to Know Act
<u>N.J.S.A. 52:14-7</u>	New Jersey First Act
<u>N.J.A.C. 6A:26</u>	Educational Facilities
<u>N.J.A.C. 6A:27</u>	Student Transportation
<u>N.J.A.C. 6A:28</u>	School operations
<u>N.J.A.C. 6A:30</u>	Evaluation of the performance of school districts
<u>N.J.A.C. 6A:32-6.1 et seq.</u>	Physical or Psychiatric Evaluations
<u>N.J.A.C. 6A:26-12</u>	Operation and maintenance of facilities
<u>N.J.A.C. 6A:32-7</u>	Pupil records
<u>N.J.A.C. 12:90,3.4, 3.5</u>	License for high and low pressure boiler operators