

**PIKE-DELTA-YORK LOCAL SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**Title:** **BUS DRIVER**

**File 702**

**Reports to:** Transportation Supervisor

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

**Minimum Qualifications:**

- High school diploma or GED. Successful completion of pre-service bus driver training program.
- Valid Commercial Driver's License (CDL) with school bus and passenger endorsements.
- Qualified to be covered by the district insurance carrier. Completes required ongoing training to maintain license and endorsements.
- Demonstrates a clear understanding/commitment to defensive driving practices and ability 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. Accepts responsibility for personal decisions/conduct.
- Exhibits basic computer proficiency or commitment to acquire job-related technology skills.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Satisfactory pre-employment and ongoing random drug/alcohol test results.

**Physical Demands:** Duties may require providing physical assistance to students.

**Board bylaw requirement:** Employees shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district. Employees are required to serve as a role model for students in how to conduct themselves as citizens and as responsible intelligent human beings. Employees have a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

**Essential Functions:**

**1. Provides safe and dependable conveyance 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 and first aid supplies.
- Reports equipment concerns and/or malfunctions in writing immediately.
- Assumes responsibility for the interior and exterior cleanliness of the vehicle. Seeks advice when uncertain about product use, storage or disposal procedures. Follows health and safety regulations to clean up blood, body fluids/tissue, chemical spills, hazardous materials, mold, etc.
- Fuels the vehicle. Monitors fluid levels (e.g., oil, windshield washer, brake, transmission, etc.).
- Maintains established routes and schedules. Suggests route modifications that improve efficiency.
- Transports only authorized passengers.
- Reports road hazards or other problems that may impede district services.
- Practices defensive driving. Complies with all motor vehicle laws (e.g., speed limits, complete stops, etc.). Reports traffic citations, accidents, or property damage to the department supervisor.
- 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.).
- Loads and unloads students at assigned stops. Ensures passengers are seated before the vehicle moves. *NOTE:* The driver and bus aide/monitor work as a team on wheelchair lift vehicles to secure seat belts, wheelchairs and other mobility equipment.
- Communicates rules to students (i.e., expectations and consequences). Assumes full responsibility for controlling students on the bus. Keeps supervisors informed about behavior concerns.
- Provides assistance as needed when aware of passengers with medical/health considerations.
- Follows district field trip procedures. Remains available to passengers during trips as instructed.
- Conducts emergency evacuation drills that comply with current state standards.
- Participates in the district's bus safety program as directed.
- Protects district property. Implements procedures to prevent the loss of supplies/equipment.

**2. Exemplifies professionalism. 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 working environment. Performs all aspects of the job.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Maintains the confidentiality of privileged information.

- Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.

**3. Maintains open/effective communications.**

- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives are unclear.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

**4. Pursues opportunities to enhance personal performance.**

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to use task-appropriate technology effectively.

**5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.**

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

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

- Helps implement workplace initiatives that advance organizational goals.

**Working  
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

**Performance  
Evaluation:**

Employee performance is evaluated according to board policies/regulations, administrative guidelines/procedures, current negotiated agreements and applicable law. This job description identifies typical job functions and is not intended to be an exhaustive list of all possible work duties. This document is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors and unforeseen events.

The district offers equal opportunity employment without regard to race, color, national origin, ancestry, religion, sex, age, disability, military status and any other legally protected category.

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