



PHILADELPHIA PUBLIC SCHOOL DISTRICT

Job Description



TITLE: Bus Driver

Board Approved: <date>, 2015

EDUCATION QUALIFICATIONS AND PREREQUISITES

1. High school diploma or equivalent; experience may substitute for education
2. Possess a Class A, B, or C commercial Driver's License with "P" endorsement
3. Have an acceptable driving record with no convictions deemed disqualifying under MS CDL Law, Section 63-1-73 thru 63-1-90 MS Code as amended
4. Successful completion of the Mississippi Department of Education Bus Driver Certification class
5. Drug free, including illegal controlled substances or illegal use of prescribed drugs
6. Ability to communicate effectively
7. Ability to maintain a good relationship with all school personnel, students, and parents
8. Such other qualifications as may be set by the Board of Trustees

SUPERVISES

Students during transportation

REPORTS TO

Director of Transportation and Building Level Principal

Director of Special Education, when operating a SPED Bus

JOB GOAL

To transport students to and from school and extracurricular activities safely and efficiently

To support the *Mission and Beliefs* of the District when carrying out duties and responsibilities as assigned

TYPICAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

1. Ensure the bus can be operated safely before driving; check/inspect bus, using Pre/Post trip inspection checklist before each operation
2. Notify the Director of Transportation in case of mechanical failure, safety deficiencies, when off schedule, or other incidents
3. Keep the interior and exterior of assigned school bus clean in accordance with transportation guidelines
4. Follow all mandatory safety regulations for school buses; keep all emergency exits clear of obstructions
5. Never operate a school-owned vehicle considered to be unsafe by the driver or Transportation Director
6. Operate the vehicle safely over an assigned route, picking up and delivering only authorized students at assigned stops, and watch to ensure that no one hurrying for the bus is left behind
7. Keep to assigned time schedules and make every effort to be on time while ensuring safety
8. Obey all traffic laws, rules, regulations, and practices as outlined in the CDL manual, the State Department of Education's Pupil Transportation Handbook, School Board Policy, the State of Mississippi Driver Safety Laws, and local ordinances
9. Maintain student discipline in accordance with district policy; report infractions by students to proper authority by completing bus referral forms
10. Immediately report all accidents and complete required reports

11. Exercise the effective defensive driving skills of self-control: alertness, foresight and good judgment, at all times while operating the school bus
12. Check the bus upon arrival at school and at the end of the route after departure of students for any lost articles and to ensure that no one has been left on board
13. Follow Emergency Evacuation procedures; assist in emergency evacuations
14. Keep track of the number of students transported and miles driven
15. Assist with securing seat belts, harnesses and wheel chair clamps as required
16. Assist with loading and unloading handicapped children using the appropriate equipment and techniques
17. Notify the building principal of concerns regarding the student's health, behavior, or emotional state
18. Participate in required training
19. Submit to drug testing when required
20. Report all safety violations to the Director of Transportation, to include co-workers/personnel suspected of drinking alcohol or under the influence of drugs while working
21. Perform other duties as assigned

TERMS OF EMPLOYMENT

Full-time bus drivers are employed 180 days annually with salary as approved by the Board of Trustees

Drivers for field trips and extracurricular activities are on an as need basis, with salary as approved by the Board of Trustees

EVALUATION

Performance of this position will be evaluated annually in accordance with the evaluation procedure for classified employees of the Philadelphia Public School District.