

BUS DRIVER

Purpose Statement

The position of "School Bus Driver" is done for the purpose/s of transporting students over scheduled routes and/or special excursions; enforcing rules, regulations, and laws to maintain safety during transport; ensuring vehicle is in a safe operating condition; and ensuring safety of students during transport, loading and unloading from buses.

Essential Functions:

- **Assesses** potential emergency situations for the purpose of taking appropriate action to protect the wellbeing of passengers
- **Assists** students and other passengers for the purpose of providing safe loading and unloading from buses including both emergency situations and normal transport
- **Attends** training for the purpose of maintaining skills and meeting requirements for school bus certificate.
- **Cleans** assigned vehicles (e.g. sweeping, windows, lights, mirrors, etc.), both interior/exterior, for the purpose of maintaining appearance, sanitation, and safety of vehicle
- **Directs** students regarding safety for the purpose of enforcing rules, regulations, laws, and safety
- **Drives** school buses and/or vans for the purpose of transporting students, district personnel and/or other approved individuals safely over scheduled routes and/or on special excursions
- **Fuels** assigned vehicles for the purpose of maintaining vehicle in a safe operating condition
- **Informs** school personnel, parents or transportation supervisor of unsafe practices and incidents (e.g. infractions of rules, regulations, laws, procedures) for the purpose of providing information for follow-up action and/or proper procedures
- **Inspects** assigned vehicles pre and post trip (e.g. brake system, oil levels, coolant, tire pressure, exterior condition, lost/sleeping children, etc.) for the purpose of ensuring that the vehicle is in a safe operating condition
- **Installs** and removes tire chains on all buses for the purpose of ensuring safe operating conditions in inclement weather
- **Maintains** control of student passengers for the purpose of ensuring compliance with rules and regulations providing for safe transport and operation of the bus
- **Maintains** strength and conditioning for the purpose of safely loading and unloading students in wheelchairs
- **Prepares** documentation for the purpose of providing written support and/or conveying information

Other Job Functions:

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities

Essential Job Requirements – Qualifications:

Experience Required: Job related experience - three years prior driving experience and ability to provide a five-year complete abstract of personal and commercial driving record at time of interview. Persons must be 21 years of age before applying.

Skill, Knowledge and/or Abilities Required:

Skills to operate school buses and vans in a safe manner, operate two-way radio, communicate effectively with individuals from varied educational and cultural backgrounds, evaluate schedules and meet deadlines, administer first aid and CPR, use English in verbal and written form..

Knowledge of vehicle operation, basic maintenance requirements, driving codes and two-way radio.

Abilities to sit for prolonged periods, understand and carry out oral and written instructions, work independently, make common sense decisions in potentially critical situations, understand and address students with special needs, establish and maintain cooperative working relationship with students, parents and /or district personnel. Significant physical abilities include lifting/carrying/pushing/pulling, stooping/climbing/balancing, reaching/handling/fingering, talking/hearing conversations, near/far visual acuity/depth perception/visual accommodation.

Education Required: High School Diploma or equivalent.

Licenses, Certifications, Bonding, and/or Testing Required: Valid Washington Class B with passenger endorsement Driver's License and evidence of insurability, Criminal Justice Fingerprint Clearance, DOT Drug Testing Clearance, First Aid and CPR Certificate.

Other: Passing a DOT physical exam is required upon hire and yearly thereafter. Must submit to a pre-employment drug screen and participate in DOT random drug/alcohol testing

Must have driving record free of traffic violations and accidents.

SUMMARY OF PHYSICAL DEMANDS RATINGS

JOB TITLE: School Bus Driver

The following analysis entails an evaluation of the "Physical Demands" factors of the job as it exists. This method provides a basis for permitting modification to fit the capabilities and needs of workers with disabilities.

Rating Symbol Key:

NP = Not Present - Does not exist

O = Occasionally - Up to 1/3 of the time

F = Frequently - From 1/3 to 2/3 of the time

C = Constantly - 2/3 or more of the time

1. STRENGTH:

A. Standing	15%
Walking	15%
Sitting	70%
B. Lifting	O 50 lbs.
Carrying	F 50 lbs.
Pushing	C 50 lbs.
Pulling	C 50 lbs.

2. CLIMBING	F
BALANCING	F

3. STOOPING	O
KNEELING	O
CROUCHING	O
CRAWLING	NP

4. REACHING	C
HANDLING	C
FINGERING	C
FEELING	O

5. TALKING:	
Ordinary	C
Other	F
HEARING:	
Conversations	C
Other Sounds	F

6. SEEING	
Acuity, Near	C
Acuity, Far	C
Depth Perception	C
Accommodation	C
Color Vision	NP
Field of Vision	C

7. PHYSICAL DEMANDS RATING SUMMARY: Heavy Work: (2) 3 (4) (5) (6)
(DOL Physical Demand Categories 1 to 6 are very significant to the customary performance of the job if contained in parenthesis)
8. PHYSICAL DEMAND COMMENTS: Examples of climbing/balancing are ingress and egress from bus, reaching/handling are driving, inspecting; talking/hearing are conversations (sometimes over student noise), engine, air leak, emergency equipment; visual acuity/depth perception/accommodation/field of vision are driving, observing students.

SUMMARY OF ENVIRONMENTAL CONDITIONS RATINGS

JOB TITLE: School Bus Driver

The following analysis represents evaluation of the surroundings in which the job is performed. Environmental Conditions must by definition be specific and related to the job.

Key to Environmental Factors Rating:
NP = Not Present in the Job Environment
S = Seldom - Under 5% of Work Day
O = Occasionally - Up to 1/3 Time
F = Frequently - From 1/3 to 2/3 Time
C = Constantly - 2/3 or More Time.

1. ENVIRONMENT:

Inside 50% Outside 50%

Comments Regarding "Inside/Outside work site location" = Supervising students

2. EXTREME COLD NP

3. EXTREME HEAT NP

4. WET/HUMID NP

5. NOISE (IN DECIBELS) 80 decibels

VIBRATION C

Comments Regarding "Noise" = Traffic, students

Comments Regarding "Vibrations" = Driving

6. HAZARDS:

Mechanical O

Explosives NP

Electrical NP

Radiant Energy NP

Burns O

Other Hazard/s F

Comments Regarding "Mechanical Hazards" = Inspecting and cleaning bus

Comments Regarding "Burn Hazards" = Inspecting engine

Comments Regarding "Other Hazardous Conditions" = Traffic, crosswalks, slippery and uneven surfaces

7. ATMOSPHERIC CONDITIONS:

Fumes C

Mists NP

Odors C

Gases O

Dusts F

Poor Ventilation NP

Other Atmospheric Hazards NP

Comments Regarding "Fume Exposure" = Buses, traffic

Comments Regarding "Odor Exposure" = Perfume, hair spray, fuel

Comments Regarding "Gases Exposure" = Fueling

Comments Regarding "Dust Exposure" = Pollen, dirt surfaces, outdoor dirt

8. PROTECTIVE CLOTHING - DEVICES: Latex gloves, regulation shoes

9. E. C. SUMMARY: Inside and Outside Work 2 3 4 (5) (6) (7) Numbers encircled by () indicate significant involvement of factors enumerated and rated above.