

CONCORD SCHOOL DISTRICT

School Bus Driver

QUALIFICATIONS:

- High School diploma or equivalent. Ability to read, write and communicate effectively in the English language.
- Must possess a valid NH CDL with passenger and school bus endorsements
- Must possess a school bus certificate
- Must be CPR certified with a working knowledge of first aid.
- Pass criminal and motor vehicle background checks as required by state and federal governing bodies, in addition to all District policies.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and ability to perform all phases of safe operation of a school bus. Ability to work harmoniously with all other district staff, parents, students, etc.

REPORTS TO:

Operations Supervisor
Transportation Coordinator

JOB GOAL

To transport the Students of the Concord School District
in a safe, cost effective and efficient manner.

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Observe all mandatory federal, state, local and district rules and regulations for school bus, including all current traffic laws.
- * (2) Maintain order and discipline on board bus at all times.
- * (3) Keep assigned bus clean and presentable at all times.
- * (4) Report for work in a timely manner, as determined by management.
- * (5) Perform pre- and post-trip checks as required by federal guidelines.
- * (6) Supervise the safe loading and unloading of students only at designated stops.
- * (7) Exercise responsible leadership while on District trips and other assignments.
- * (8) Report all incidents and accidents and completed required reports.
- * (9) Thoroughly inspect vehicle after each run for students remaining onboard.

Employee Qualities/Responsibilities

- *(10) Meet and deal effectively with staff members and other contact persons using tact and good judgment.
- *(11) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- *(12) Ensure adherence to good safety standards.
- *(13) Maintain confidentiality regarding school/workplace matters.

SCHOOL BUS DRIVER (Continued)

- * (14) Model and maintain high ethical standards.
- * (15) Maintain knowledge and skills in assigned area to fulfill position goals and objectives.
- * (16) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

- * (17) Exercise service orientation when working with others.
- * (18) Keep supervisor informed of potential problems or unusual events.
- * (19) Use effective, positive interpersonal communication skills.
- * (20) Respond to inquiries and concerns in a timely manner.

System Support

- * (21) Exhibit interpersonal skills to work as an effective team member.
- * (22) Follow federal and state laws as well as School Board policies, rules and regulations.
- * (23) Demonstrate support for the school district and its goals and priorities.
- * (24) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- * (25) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- (26) Perform other duties as assigned.

PHYSICAL REQUIREMENTS:

Moderate Work: Exerting up to 40 pounds of force occasionally and/or up to 40 pounds of force frequently and/or up to 20 pounds of force as needed to move objects. Strapping in wheelchairs and/or pushing/pulling wheelchairs may also be necessary.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities