

SOUTH EUCLID-LYNDHURST CITY SCHOOLS

JOB DESCRIPTION

TITLE: Bus Driver

REPORTS TO: Supervisor of Transportation

SUMMARY: To provide safe efficient transportation to the students of the South Euclid-Lyndhurst City School District.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Make daily PRE-TRIP INSPECTION of the school bus before leaving storage to complete the inspection form (re: 3301-83-11).
2. Report all mechanical defects.
3. Keeps the school bus clean including daily sweeping.
4. Has a working time piece when driving the bus.
5. Demonstrates appropriate skills when driving the bus.
6. Complies with all traffic laws.
7. Carries out current Ohio Pupil Transportation Operation and Safety Rules.
8. Carries out current South Euclid-Lyndhurst School District policies.
9. Any other duties requested by the Supervisor of Transportation

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED). Must have no points on driving record and able to pass physical including drug test.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid CDL driver's license. Must pass State Skill Test and State Written Test.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with groups of customers or employees of district.

MATHEMATICAL SKILLS:

Ability to add, subtract, and multiply, and divide, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to deal with problems in a variety of situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS and ABILITIES:

Ability to work in a friendly manner with co-workers and students. Ability to read and understand maps. Ability to pass State Skill Test, State Written Test, physical and training program. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness that the Board of Education policies and procedures are the governing rules and regulations.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is continuously required to sit and occasionally required to walk or stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee frequently repeats the same hand, arm or finger motion many times. The employee frequently uses hand strength to grasp tools. And is continuously driving on the job. The employee must occasionally lift and/or move up to 75 pounds such as a student. Specific vision abilities required by this job include close vision, color vision, depth perception and peripheral vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in temperatures above 100 degrees and below 32 degrees and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety and well-being of others. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard.

WORK YEAR: 190 days (includes vacation and ten (10) paid holidays)

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

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.