

SCHOOL DISTRICT OF ST. JOHNS COUNTY

BUS OPERATOR

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Must be a five (5) year licensed driver and have a valid Commercial Driver's License Class "B" with "P" and "S" endorsements.
- (2) Hold a valid school bus operator's license issued pursuant to section 6A-3.15 certifying that the applicant meets all requirements of this subsection.
- (3) Meet the District's Safe Operator Pre-employment driving history requirements to include a screening of the driving record.
- (4) Complete, or have completed, state mandated 40-hour pre-service instruction for bus operators and /or basic School Bus Operator Instructor's course or have been employed as a school bus operator within the last 6 months.
- (5) Demonstrate the ability to safely operate the type and size of vehicle assigned, or to be assigned, and also demonstrate knowledge of all requirements for school bus operators prescribed by state traffic laws and regulations of the state board and district school board.
- (6) Satisfy physical requirements, including ability to lift fifty (50) pounds and pass a physical exam that demonstrates good physical and mental health and able body.
- (7) Pass the state Dexterity Test.
- (8) Complete 12hours of in-service training as prescribed.
- (9) Complete ESE training, specific to the route, prior to assignment on an ESE route.
- (10) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrate the ability to prepare required written reports. Ability to understand relate to students and parents. Ability to create and administer student management program to ensure the safety of all passengers. Ability to communicate effectively with school administrators. Ability to communicate orally and in writing. Ability to plan, organize and establish priorities related to assignment. Ability to handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to answer a telephone in a professional and courteous manner. Ability to work cooperatively with others.

REPORTS TO:

Fleet Operations Manager

JOB GOAL

To perform job activities as a school bus operator including maintaining discipline, making reports, observing all laws and regulations, making daily pre-trip inspection of the bus and keeping the bus clean and neat at all times. Each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character education program.

BUS OPERATOR (Continued)

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Provide daily school bus transportation for district students to and from destination according to established routes.
- * (2) Observe all laws and regulations of the State Board of Education and the District School Board relating to the service of transportation.
- * (3) Maintain order and discipline, under the direction of school principals, on the part of every passenger.
- * (4) Make daily pre-trip and post-trip inspections of the bus to ensure proper operating conditions, adherence to prescribed DOT standards and compliance with proper safety standards, and report any defect affecting safety or economy of operation immediately to authorized service personnel.
- * (5) Make reports as required.
- * (6) Communicate via radio dispatch as appropriate.
- * (7) Keep the assigned bus clean and neat at all times
- * (8) Ensures the safe loading and unloading of students to and from destinations, to include operation of specialized equipment for attending students with special needs, i.e. wheelchair lifts and tie-downs, toddler/infant seats and seat belts.
- * (9) Perform routine cleaning and bus maintenance activities; maintain neat and orderly appearance, to include assigned uniforms and employee ID Card.
- * (10) Demonstrate initiative in the performance of assigned responsibilities.
- * (11) Submit to random drug testing as required by the District under the Federal Motor Carrier Safety Administration, 49CFR Part 382.

Expectations of All Employees

- * (12) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- * (13) Follow attendance, punctuality, proper dress code and other qualities of an appropriate work ethic.
- * (14) Ensure adherence to good safety standards.
- * (15) Maintain confidentiality regarding school/workplace matters.
- * (16) Model and maintain high ethical standards.
- * (17) Maintain expertise in assigned area to fulfill position goals and objectives.
- * (18) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (19) Demonstrate initiative in the performance of assigned responsibilities.
- * (20) Each employee of the St. Johns County School Board is charged with the responsibility of being familiar with the Character Counts program and with modeling the characteristics of citizenship, character education and literacy.

Inter/Intra-Agency Communication and Delivery

- * (21) Exercise service orientation when working with others.
- * (22) Keep supervisor informed of potential problems or unusual events.

BUS OPERATOR (Continued)

- *(23) Use effective, positive interpersonal communication skills.
- *(24) Respond to inquiries and concerns in a timely manner.
- *(25) Serve on school/district committees as required or appropriate.
- *(26) Respond to concerns, communication attempts, and inquiries in a timely manner.

Professional Growth and Improvement

- *(27) Engage in a continuing improvement of professional skills and knowledge.
- *(28) Attend and participate successfully in meetings, pre-service and training programs offered to increase skills, proficiency and character education related to assignment.
- *(29) Participate successfully in the training programs, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs, legal issues, and character education.

Systemic Function

- *(30) Keep supervisor informed of potential problems or unusual events.
- *(31) Exhibit interpersonal skills to work as an effective team member.
- *(32) Follow federal and state laws as well as School Board policies, rules and regulations.
- *(33) Demonstrate support for the school district and its goals and priorities.
- *(34) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- *(35) Prepare all required reports and maintain all appropriate records.
- *(35) Participate in cross-training activities as required.
- *(36) Represent the District in a positive and professional manner.
- *(37) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- *(38) Perform other tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- *(39) Demonstrate initiative in the performance of assigned responsibilities.
- *(40) Model characteristics of citizenship, character education, and literacy.
- *(41) Set high standards and expectations as they relate to the district's character program.
- *(42) Exhibit interpersonal skills to work as an effective team member.
- *(43) Demonstrate initiative in identifying potential problems or opportunities for improvement.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

May be required to restrain a physically active individual as a temporary safety measure.

A typical day's activities include sitting for extended periods, standing, walking, bending, climbing, stooping, pushing, pulling, lifting, stretching, twisting and reaching; good hand and leg dexterity/coordination, normal visual acuity with good peripheral vision (with or without corrective glasses), hearing, talking and firm grasping are also required to carry out essential functions.

BUS OPERATOR (Continued)
Job Description Supplement

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.

Classification:

Approved unit compensation plan.

10 month position.

EVALUATION:

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

POSITION CODE:

78030 Bus Driver

Pay Type:

Pay Grade; Salary Schedule 3

FLSA STATUS: Non-exempt

BOARD APPROVED: June 2016

REVISED: