

WARREN COUNTY PUBLIC SCHOOLS

JOB TITLE:	Bus Driver
JOB CLASS CODE:	7941
CLASSIFIED/CERTIFIED:	Classified
REPORTS TO:	Director of Transportation
SALARY SCHEDULE:	135C
FLSA STATUS:	Non-exempt

REQUIRED QUALIFICATIONS

High school diploma or G.E.D.

Valid Commercial Class B (including passenger endorsement) Driver's License (CDL) with evidence of a good driving record

Note: If an individual does not possess CDL at time of hire, completion of training and successful passing of CDL examination must be completed within 60 days of employment.

Effective communication skills

DESIRED QUALIFICATIONS

Practices effective written and verbal communication

Experience in a diverse workplace

Experience working with children from diverse backgrounds

SCOPE OF RESPONSIBILITIES

The Bus Driver provides safe transportation of students to their assigned school locations on the designated bus route assigned by the Director of Transportation. Drivers must successfully complete a school bus driver training program and remain current on all pupil transportation policies and procedures.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Operates school bus in accordance with all laws, rules, and regulations of the State Board of Education and the Warren County Public Schools

Operates school bus over designated routes in accordance with time schedules for picking up and discharging students

Successfully demonstrates acceptable student management techniques and follows established procedures for reporting student management concerns to building principals

Reports promptly to the Transportation Area Manager when unable to drive allowing adequate time for the assignment of a substitute driver

Conducts routine bus inspections and provides proper documentation of inspection reporting any vehicle safety and mechanical concerns

Provides effective communication with parents, students, and district personnel

Performs a minimum of four (4) emergency bus evacuation drills annually at each school under the supervision of the Principal

Reports all accidents and/or injuries to the Director of Transportation or his/her designee

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Attends all trainings and completes all training and compliance requirements as assigned by the designated deadline

Performs other duties as assigned by the Director of Transportation and/or Superintendent or his/her designee

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work requires bending, squatting, crawling, climbing, reaching, with the ability to carry, push, or pull medium weights. The work requires activities involving moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

TERMS OF EMPLOYMENT

Number of days worked will be determined by the current school calendar adopted by the Warren County Board of Education. Salary shall be commensurate with adopted classified personnel salary schedule. Leave accrual will be as stated in Board Policy.

EVALUATION

Performance of this job will be evaluated in accordance with the provision of Warren County Board of Education policy on evaluation of classified/certified personnel. Evaluations will be conducted by the Director of Transportation.

04/14/2003 WCBE

Revised 11/08/2010

Revised 07/01/2022

I, _____, have read and understand the terms
(name of employee) set forth in this job description.

Signature of Employee

Date