

WARREN TOWNSHIP SCHOOLS

School Bus Driver

Reports To: Transportation Coordinator

Qualifications: Hold a valid commercial driver's license (CDL) with all appropriate endorsements and classifications plus other licenses, permits and certifications required by the State of New Jersey. Complete testing for alcohol and substance abuse as required by Board of Education. Satisfy requirements established by the state mandated biannual physical examination. Maintain a satisfactory driving record and pass a criminal background check as required by contractual, local, state, and federal requirements. Demonstrate the ability to assist students in the evacuation of the bus in an emergency. Demonstrate the ability to drive transportation vehicles and to use lift equipment and securement devices.

Supervises: NA

Basic Functions: Provide safe and efficient transportation for students in a timely and responsible manner.

PERFORMANCE RESPONSIBILITIES – INCLUDE, BUT ARE NOT LIMITED TO:

1. Obey all traffic laws.
2. Observe all mandatory safety regulations applicable to use of the school bus.
3. Maintain effective discipline when students are on the bus.
4. Report undisciplined students to the school principal.
5. Keep assigned bus clean and orderly.
6. Adhere to established routes, designated bus stops and assigned time schedules.
7. Complete a walk-through of the bus before and after each bus trip.
8. Check bus before each operation for mechanical defects.
9. Notify the proper authority in case of mechanical failure or lateness.
10. Discharge students only at designated stops.
11. Exercise responsible authority when on out-of-district school trips.
12. Transport only authorized students.
13. Report all accidents and pupil injuries and complete required reports.
14. Attend in-service training programs as required.
15. Complete all assigned forms and reports.
16. Drive defensively, consistent with weather and traffic conditions.
17. Maintain all fluid levels (oil, transmission, antifreeze, fuel, etc.) and document activity for state compliance.
18. Perform light maintenance (add air to tires, replace burned out bulbs, etc.) as necessary and document activity for state compliance.
19. Assist with all state required bus safety and evacuation drills.
20. Follow established procedures in the event of an emergency.
21. Conduct a pre-trip safety inspection of the bus prior to each trip and complete the School Bus Condition Report.
22. Assist with lunches by cleaning floors, tables, and other lunchroom items as directed by the head custodian.
23. Other duties as assigned for the efficient operation of the school district to increase the effectiveness and reduce costs to the ultimate benefit of the educational program.

Employment will be dependent on successful completion of a criminal background check as mandated by N.J.S.A. 18A:6-7.1. Additionally, and in compliance with federal law, all persons hired will be required to

verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire. Permanent teaching staff members are further required to meet the citizenship standards set forth in N.J.S.A. 18A:26-1.

Approved: August 23, 1999
Revised March 25, 2010
Revised June 18, 2018