

# Bus Driver

Dept/Div: Transportation/N/A

FLSA Status: Non-Exempt

## General Definition of Work

Performs semiskilled work driving a school bus, picking up and delivering students to/from school, and related work as apparent or assigned. Work is performed under the general direction of the Transportation Supervisor.

## Qualification Requirements

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

## Essential Functions

Performs school bus pre- and post-trip inspections; reports operating and equipment deficiencies.  
Washes bus; cleans bus inside and out; checks fluid levels; fuels bus as required.  
Obeys traffic laws and observes mandatory safety regulations for school bus operations.  
Transports only authorized students.  
Reports accidents and completes required reports.  
Conducts periodic emergency bus evacuation drills.  
Records mileage; maintains various records and prepares reports on activities.  
Ensures passenger safety; maintains discipline on bus; completes disciplinary forms as needed.  
Makes bus available for periodic maintenance.  
Transports students to special events and field trips.  
Assists with creation of route maps and maintaining maps.  
Reliable attendance.  
Other duties as assigned.

## Knowledge, Skills and Abilities

General knowledge of the problems involved in operating a school bus; general knowledge of the geography of the District and the location of streets; skill in the safe operation of a school bus; ability to detect malfunctioning equipment; ability to assist children using patience and understanding; ability to establish and maintain effective working relationships with school officials, associates, students and the general public.

## Education and Experience

High school diploma or GED, or equivalent combination of education and experience.

## Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and pushing or pulling and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts, exposure to outdoor weather conditions, exposure to the risk of electrical shock and exposure to vibration and occasionally requires working in high, precarious places, exposure to fumes or airborne particles and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

## Special Requirements

CPR/AED/First Aid Certification.

## Bus Driver

Bloodborne pathogen training.

Valid commercial driver's license with school bus and passenger endorsement.

Last Revised: 7/1/2010