

BUS DRIVER

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Position is responsible for operating a school bus and transporting school-aged children and other authorized personnel safely and efficiently over specified routes to and from schools and various activities. Position conducts pre-trip inspections; observes safety regulations and policies; enforces student discipline on the bus; and performs related work. All drivers must maintain all Federal and State licenses and requirements needed to operate a school bus in the state of OHIO.

Essential Duties

1. Checks with the dispatcher for any changes in normal duties or new student passengers.
2. Ensures that the bus can be operated safely before driving and conducts pre-trip safety inspections as required by federal and state laws to include observing visual defects and checking operating systems to include brakes, horn, lights, emergency flashers, extended stop arms, and door-opening devices.
3. Operates the vehicle safely over an assigned route, picking up and delivering only authorized students at assigned bus stops.
4. Keeps assigned time schedules, which may require driving during pre-daylight and dusk periods, and makes every effort to be on time while ensuring safety.
5. Obeys all traffic laws and transportation practices as outlined in the CDL manual, Pre-Service Handbook and local ordinances.
6. Observes all mandatory safety regulations for school buses and keeps all emergency exits clear of obstructions.
7. Secures wheelchairs, car seats, and other restraining devices on the bus as needed.
8. Maintains student discipline on the bus and enforces rules governing student conduct.
9. Reports undisciplined students to the proper authority and compiles written reports as requested in accordance with district policy.
10. Conducts semi-annual bus evacuation drills as required by the Department of Education and implements evacuations as required in an emergency to include safely exiting from the rear of the school bus.
11. Reports all accidents immediately to dispatch during office hours and to emergency line during after hours. The driver must also collect student information and complete required accident reports.
12. Notifies the proper authority in cases of mechanical failure, safety deficiencies, when off schedule, or other incidents.
13. Regulates heating, cooling, and ventilating equipment provided on the bus for the comfort of passengers.
14. Drives students and teachers on field trips, extracurricular activities, and other special events, often in evenings and at night, as assigned.

15. Exercises responsible leadership and appropriate behavior when on out-of-division school trips.
16. Returns the bus to the assigned bus lot, performs a final inspection, and secures the bus according to procedures.
17. Participates in all required training.
18. Submits to drug testing when required.
19. Maintains a commercial driver's license as required by the State Department of Transportation
20. Models non discriminatory practices in all activities.

Other Duties

1. Keep the assigned bus clean.
2. Maintain an assigned seating chart.
3. Reports all safety violations to include co-workers/personnel suspected of drinking alcohol or under the influence of drugs (to include over-the-counter drugs) while working.
4. Performs any other related duties as assigned by the Chief of transportation or designee.

Job Specifications

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.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a valid commercial driver's license and a valid pre-service certificate to operate a school bus.

Must possess an excellent driving record in compliance with division standards, excellent driving skills.. Must possess a good knowledge of procedures and federal/state laws governing the safe operation of a school bus prior to the completion of the district's training course. Must possess knowledge of, or the ability to accurately and quickly learn, local street and road systems. Must possess knowledge of, or the ability to accurately and quickly learn, how to properly secure a wheelchair, car seat, and other restraining devices on a school bus. Must possess the ability to maintain student discipline and ensure that student behavior is not a distraction to safe driving. Must possess the ability to recognize and report any unsafe act or condition. Must remain in compliance with state/department regulations regarding the use of controlled substances and alcohol as applied to school bus drivers. Must meet the mandated physical and mental requirements established by the state and the Federal Department of Transportation--the District is not permitted to employ individuals that do not meet these standards. Must be capable of working independently and possess the ability to understand and follow through on oral and written instructions. Must possess the ability to interact with students, parents, and faculty in a positive and proper manner.

Working Conditions and Physical Requirements

Duties are performed on a school bus. While performing the duties of this job, the employee is frequently exposed to loud noise levels; fumes or airborne particles; noxious odors; vibrations from driving a bus; and traffic. The employee is occasionally exposed to moving mechanical parts and outside weather conditions. While performing the duties of this job, the employee is frequently required to sit; use hands to

finger, handle, or feel; use foot controls to drive; reach with hands and arms; climb; bend, stoop, and kneel; and talk or hear.

The employee must be physically qualified providing a qualified T-8 physical annually.. Drivers must be able to perform and demonstrate emergency evacuation procedures. This includes the pushing/pulling of up to 50 pounds. In addition, they have the ability to use emergency exits at any location on the bus.

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. The noise level in the work environment is loud.

This job description in no way states or implies that these are the only duties to be performed by this employee. The School Bus Driver will be required to follow any other instructions and to perform any other related duties as assigned by the Transportation administration. Youngstown City Public Schools reserves the right to update, revise or change this job description and related duties at any time.