

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

BUS DRIVER

QUALIFICATIONS:

- (1) High School Diploma or equivalent, preferred.
- (2) Valid CDL Class B license with passenger and air brakes endorsements; have a good driving record.

NOTE: After employment, the applicant must satisfactorily complete a required driver training course and pass a performance test in the operation of a school bus. The applicant must also pass a required state physical examination, and complete a basic course in first aid.

KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of traffic and highway safety rules and regulations and of the precautions necessary to avoid accidents. Ability to operate light and/or heavy duty school buses in a safe and economical way. Ability to understand and carry out instructions. Ability to exercise appropriate disciplinary techniques.

REPORTS TO:

Director of Transportation

JOB GOAL

To safely and efficiently transport students to and from their school site and/or special events.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- (1) Comply with all state and local traffic laws and School Board policies and procedures relative to the safe operation of a school bus.
- (2) Inspect the bus to ensure the bus is in safe operating condition before leaving on a route or trip.
- (3) Assume responsibility for the safety of his/her passengers including loading and unloading.
- (4) Instruct students in safety precautions and practices.
- (5) Maintain appropriate student discipline and report unruly behavior to the School Principal.
- (6) Sweep and keep the bus clean at all times.
- (7) Prepare FEFP reports accurately and submit in a timely manner; maintain other operational reports as required.
- (8) Make recommendations to improve school bus routes, stops and loading/unloading zones at schools.

Board Approved February 17, 1998
Amendment Board Approved April 15, 2003

BUS DRIVER (SUBSTITUTE BUS DRIVER) (Continued)

- (9) Use effective, positive interpersonal communication skills.
- (10) Perform other incidental tasks consistent with the goals and objectives of this position.
- (11) Other duties assigned by the immediate administrator or supervisor.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Approved Unit Compensation Plan, pay grade 20-25
10 months
Variable hours per day

EVALUATION:

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