

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

BUS DRIVER

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Experience as a driver preferred.
- (3) Successful completion of Drivers' Training Course as specified by state and federal standards.
- (4) Commercial Driver's License and verification of an acceptable driving record through Department of Motor Vehicles.
- (5) Certified physically capable by a physical examination as prescribed by state and federal standards.
- (6) CPR training preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of highway and traffic safety rules. Ability to operate light and / or heavy-duty buses in a safe and economical way. Ability to understand and carry-out both written and oral directions. Ability to exercise appropriate disciplinary techniques. Ability to follow a daily routing schedule.

REPORTS TO:

Supervisor of Transportation

<p>JOB GOAL</p> <p>To safely and efficiently transport students to and from their school site and / or special events.</p>

SUPERVISES:

N/A

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

Job Description Supplement No. 08

BUS DRIVER (Continued)**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Transport students to and from school and on assigned special trips.
- * (2) Exercise maximum regard for student health and safety.
- * (3) Comply with all state and local traffic laws relative to bus transportation.
- * (4) Recommend, to the transportation department, changes in bus routes or bus loads.
- * (5) Assist other bus drivers in case of an emergency.
- * (6) Complete and submit all required reports.
- * (7) Establish rapport with students.
- * (8) Handle all discipline problems with the aid of the principal.
- * (9) Conduct pre- and post-trip inspections and report all problems.
- * (10) Attend all training sessions as required.
- * (11) Keep vehicle clean at all times.
- * (12) Be aware of additional duties related to transportation of ESE students; such as, door-to-door loading and unloading, assisting with wheelchairs, understanding each student's exceptionality, and the development of special loading and unloading procedures.

Employee Qualities / Responsibilities

- * (13) Work independently or as a team member.
- * (14) Interact appropriately with children, bus attendants, school and bus personnel.
- * (15) Report to work punctually and regularly.
- * (16) Display appropriate work ethic.
- * (17) Follow consistently the day-to-day route schedule.
- * (18) Follow all transportation policies and procedures.

System Support

- * (19) Communicate well with aide, schools and Director of Transportation.
- * (20) Represent the School Board in a positive manner.
- (21) Perform other duties as assigned.

*Essential Performance Responsibilities