

## **Job Description: Bus Driver**



### **Position Title: Bus Driver**

Bus Driver

### **FLSA Status:**

Non-Exempt

### **Salary Grade:**

### **Pay Grade:**

### **Our Mission:**

Our mission is to bring the best of public education to our community by providing innovation and choice within a continuous preschool through a post-secondary curriculum so that each child recognizes the benefits of lifelong learning, constructive citizenship, and personal happiness.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed represent the knowledge, skill, and ability required. Reasonable accommodations may enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work performed by the employee assigned. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when the duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessities.

### **Custom Job Purpose:**

This position exists to perform skilled work transporting students to and from Lake Wales Charter Schools and extracurricular activities.

### **Essential Functions of this Job**

Transports students to and from school, following a preplanned route according to a definite schedule. Drives bus carefully and complies with traffic regulations and the School Board of Trustee's policy. Assumes responsibility for the safety of school children in loading, unloading, and transporting them to and from school and extracurricular activities. Instructs children in safety precautions and practices. Signals children when to cross street or highway and assures that children are safely across upon departure from bus. Maintains discipline; reports unruly behavior to the school principal or supervisor.

Inspects and sweeps buses. Performs pre-trip inspections as required by DOE (Department of Education) and DOT (Department of Transportation) to check water, fuel, oil, and mechanical

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condition before the operating bus. Reports delays and accidents. Keeps operational records and makes reports. Reports defects or problems with vehicles to the assigned service center. Assures bus meets regular maintenance inspection schedules.

### **Non-Essential Functions of this Job**

Performs other duties as assigned.

### **Knowledge, Skills, and Abilities:**

Knowledge of traffic and highway safety rules and regulations. Knowledge of preventive measures to avoid accidents. Ability to operate a bus safely and economically. Ability to understand and carry out instructions and perform work requiring good physical condition. Ability to relate to students, parents, and school system personnel. Ability to complete various forms and records, including updated route sheets, timesheets, field trip forms, and incident and accident reports. Bilingual/biliterate preferred.

### **Education, Experience, and Certification/License Requirements**

Completion of high school or GED. Completion of first aid and defensive driving courses. Training on highway safety rules and regulations. Successful completion of the Department of Education's #Bus Driver Training Program#. Appropriate State of Florida Driver's License. Completion of a performance test in a school bus operation. Must pass an annual physical examination.

### **Work Context:**

Requires mostly sitting, driving, and some standing, walking, and moving about to coordinate work. Requires face-to-face discussions and contact with children, individuals, and teams. Requires coordination of work tasks to establish priorities, set goals, and meet deadlines. Requires work with both internal and external contacts and with the public.

### **Physical Environment:**

Requires working both indoors and outdoors. Requires exposure to outdoor elements, including weather changes, foliage, and insects. Requires sitting for most of the day, and the ability to frequently lift, carry, move and position objects weighing up to 20 pounds and infrequently more than 20 pounds.

### **Local Code:**

9000

### **EEO5:**

52

### **Approval Date:**

**Date Last Revised: 4/14/2022**

The Lake Wales Charter Schools prohibit all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, disability, or other basis prohibited by law in any of its programs, services, or activities, or employment.

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