

**JOB TITLE:** School Bus Driver

**REPORTS TO:** Transportation Coordinator

**JOB SUMMARY:** To transport students in a safe, efficient, and timely manner.

**SUPERVISES:** NA

**QUALIFICATIONS:**

- **Education Level:** High School diploma or higher preferred
- **Certificate/License Required:**
  - Valid Georgia Class “B” Commercial Driver’s License (CDL) with passenger endorsement, air break endorsement, “S” endorsement and verification of an acceptable driving record through the Department of Driver Services.
  - Minimum of one (1) year commercial driving experience preferred.
  - Successful completion of driver’s training course meeting state and federal standards.
  - Ability to pass an initial drug test, as well as future random drug/alcohol tests.
  - Minimum age of 18.
  - Must pass Department of Education physical exam by Georgia physician within 60 days of the start of school.

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of highway and traffic safety. 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. Ability to relate and communicate effectively with parents, students and school personnel. Ability to tolerate highly stressful situations.

**PRIMARY JOB RESPONSIBILITIES:**

1. Maintains current knowledge of all local and state traffic laws as related to school bus transportation.
2. Obeys all local and state traffic laws as related to school bus transportation.
3. Maintains current driver’s license.
4. Maintains acceptable Motor Vehicle Record.
5. Follows scheduled bus transportation route.
6. Ensures students arrive at school and at their home bus stop on a scheduled time.

ECHOLS COUNTY SCHOOLS  
JOB DESCRIPTION

7. Maintains knowledge of emergency procedures and implements them if these situations occur.
8. Reads all literature on school bus safety distributed by the Department of Transportation.
9. Develops and submits all required transportation reports, such as number of students transported, mileage, number of stops, school bus accidents, student injuries and others when requested.
10. Assists other school bus drivers when help is needed.
11. Monitors the school bus radio in order to be informed of emergency situations.
12. Secures appropriate emergency assistance if/or when the school bus should become disabled.
13. Reports any potential school bus mechanical problem that may develop while bus is in operation.
14. Maintains flexibility when asked to drive a different or additional route.
15. Maintains knowledge of different bus routes.
16. Observes other school buses while driving the route to check for potential safety problems.
17. Attends scheduled meetings and training classes.
18. Performs inspection of assigned bus before and after transporting students to and from school and on special activities.
19. Reports all mechanical problems to bus maintenance.
20. Maintains adequate fuel in the assigned bus.
21. Parks bus in a reasonable safe location at the end of the school day.
22. Inspects interior of bus after each trip for lost articles and sleeping children.
23. Monitors proper loading and unloading of students.
24. Communicates student rules of conduct.
25. Enforces student discipline procedures.
26. Completes student bus conduct forms to report student misconduct.
27. Ensures all students are clear of bus before resuming operation after a stop.
28. Observes students for signs of potential violence and take corrective action.
29. Discusses with students the consequences if rules are broken.
30. Makes proper arrangements for students with special needs.
31. Recognizes all regular student bus passengers.
32. Conducts two emergency evacuation drills each year.
33. Maintains proper fluid levels.
34. Completes CPR, First Aid, and Child Abuse trainings.
35. Cleans assigned bus inside and outside on a monthly basis.
36. Performs other duties as assigned.

**PHYSICAL REQUIREMENTS:**

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

**TERMS OF EMPLOYMENT:**

Salary shall be paid consistent on the System’s approved salary schedule. Length of work year and hours of employment shall be established by the System.

**EVALUATION:**

Performance of this job will be evaluated by the Transportation Coordinator and/or Principal.

**EMPLOYEE STATEMENT:**

“I have reviewed the above position and understand its contents.”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date