

**Job Title:** Bus Driver

**FLSA Exemption Status:**

**Term:** 180 days

**Minimum Qualifications:**

1. Commercial Driver's License (CDL) with appropriate endorsement required;
2. Proof of complying with specific health and physical requirements (described below);
3. Moving Violations Report (MVR) provided initially and then as deemed necessary;
4. Minimum of three (3) years applicable driving experience; and
5. All requirements in accordance with state law and Tennessee State Board of Education's Minimum Rules and Regulations must be met.

**Job Objectives/Goals:**

The safe transportation of students over specified routes according to the designated time schedules.

**Responsibilities and Essential Functions:**

1. Transport only authorized students for the specific bus over the specified route according to the designated time schedule.
2. Abide by all local, state, or federal traffic laws, rules, and regulations;
3. Maintain discipline when students are on the bus and reports promptly any student misconduct to the principal;
4. Assume responsibility for knowing and following safety rules, then apply proper associated procedures to ensure the safety of all parties;
5. Perform daily mechanical checks on oil, gas, tires, lights, and doors; as well as the routine pre-trip and post-trip inspections;
6. Clean the bus each day to maintain it in the proper fashion;
7. Promptly report all accidents and incidents (even those alleged) and complete all required reports;
8. Check the bus at the end of every run to ensure that all students have left the bus;
9. Attend work on a regular and predictable basis; and
10. Perform all other duties deemed necessary by the Transportation Director and the Director of Schools.

**Responsibilities include:**

1. Drive school bus safely and professionally;
2. Perform and properly complete daily pre-trip inspections;
3. Observe all mandatory safety regulations for school buses;
4. Comply with all traffic ordinances;
5. Maintain and comply with discipline policies set forth by the school system – specific details are printed annually in the Code of Behavior and Discipline;
6. Notify the proper authorities in case of mechanical failure and when the bus will be running late;
7. Allow students to unload only at the student's designated bus stop;
8. Remain on the bus when students are on the bus, including loading and unloading;
9. Exercise responsible leadership when on out-of-district school trips, and require a list of all passengers with emergency phone numbers to be readily available prior to the trip;

10. Act responsibly—checks the bus at the end of each run, including extracurricular activities, to ensure that all students have left the bus. Leaving a child on the bus is very serious—it could result in the death of a child.
11. Report all accidents immediately; complete all required reports; cooperates thoroughly with any resulting investigations by the appropriate law enforcement agency and/or school system;
12. Enforce regulations against smoking, eating, and drinking on the bus;
13. Wear seat belts at all times and promote other good safety habits;
14. Dress appropriately (refer to the dress code for drivers) – be neat in appearance, courteous to parents and children, and cooperate with the principals, teachers, and other school officials;
15. Do not use profanity or tobacco in any form when students are being transported, do not report for work under the influence of any intoxicating drink or other drug (prescribed or not);
16. Participate in all on-site trainings and in the state sponsored training programs;
17. Drive the complete bus route with the bus headlights on as a safety measure, always emphasize defensive driving;
18. Show proficiency in handling and maneuvering the school bus;
19. Always keep the gas tank at least half full;
20. Assist students, as needed, with proper adjustments of booster seats, seat belts (if available), and appropriately secures wheel chairs, walkers, etc.;
21. Ensure that all children remain in their seats when the bus is in motion, also when needed, helps to ensure that the identified special needs students who are required to wear seat belts are properly secured before the bus is in motion; and
22. Has an emergency plan in place for the appropriate delivery of the identified special education student to a home in which an appropriate, identified adult is physically present to accept responsibility for the special student; Drivers will be disciplined, if their actions are deemed to be irresponsible.

#### **Skills and Abilities Required:**

Skills and Specific capacities and abilities may be required of an individual in order to adequately learn or perform a task or job duty.

1. **Intelligence:** The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. **Verbal:** Ability to understand meanings of words and the ideas associated with them.
3. **Manual Dexterity:** Ability to move hands easily and manipulate small objects with the fingers.
4. **Color Discrimination:** The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

#### **Physical Demands:**

This job may require lifting of objects that exceed twenty-five (50) pounds, with frequent lifting and/or carrying objects weighing up to ten (25) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Stooping, crawling and/or kneeling
3. Reaching
4. Talking
5. Hearing
6. Seeing

## **Additional Requirements Specific to this Position**

### **REQUIRED DRUG SCREEN**

1. If a bus driver is involved in an accident which results in either a fatality, an injury requiring medical treatment away from the scene, property damage, or the towing of a vehicle disabled in the accident, then the driver is required to submit to substance screening.
2. Positive results of drug and alcohol screens will result in appropriate disciplinary action.
3. All individual results from drug and alcohol screens, random and otherwise, will remain as confidential as possible.

### **RANDOM DRUG/ALCOHOL SCREEN**

Throughout the school year, all bus drivers shall be subject to testing for drugs and alcohol without advance notice. The school system is required to annually test fifty percent of all bus drivers, at random, for drugs and alcohol. Every possible effort will be made to make the required random tests as non-intrusive as possible. However, if the driver does not report for the said testing, as designated, the driver will be suspended and not be allowed to drive for one school year. At that time, the driver must submit to drug testing resulting in a negative substance screening before being reinstated.

### **PHYSICAL EXAMINATION REQUIREMENT**

1. An annual physical (dated less than three months before the opening day of school) is required for all bus drivers and substitute bus drivers. The latest version of the required form required by the Department of Transportation must be used. The form must be completed by the bus driver's attending physician.
2. The completed form must be submitted to the Franklin County Schools' Transportation Director prior to the beginning of school.
3. No bus driver is allowed to drive a bus for the Franklin County School System unless a current copy of the required annual physical is on file with the Transportation Supervisor.

### **Working Conditions:**

1. Due to the specific requirements of this position, these employees are paid for a minimum of seven (7) hours for each school day. These employees must remain 'on-call' and available, if and when needed throughout the school day, and are therefore compensated for a seven (7) hour day.
2. These employees help to safely transport students to and from school in the mornings and afternoons – normally taking from three (3) to five (5) hours daily; however, occasionally additional transportation services may be required (for short periods of time) during the school day. These employees typically are not deemed to be 'on the clock' all day every day, their normal work duties are typically completed before 8:30 am and after 2:30 pm.
3. If an employee is needed to remain 'on the clock' due to a specific work assignment (in excess of the normal seven-hour day), this will be reported on the required timesheet and the employee will be properly compensated for the additional work and required time.

**Reports To:** Transportation Director

**Disclaimer:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.