

CLASS TITLE: Bus Driver

Range 12

Basic Function: Under supervision, transports students and staff, performs safety checks and maintains a clean and operational bus.

Representative Duties: (For purposes of the Americans with Disabilities Act all the functions listed below are considered essential).

Ensure that students are riding in a safe manner
Ensure that students cross streets and parking lots in safe and orderly manner
Stop traffic at crosswalks and other places for pedestrian safety
Encourage good citizenship and reward good behavior
Make referrals to teachers and office for major incidents
Intervene in potentially problem situations
Enforce consequences for minor offenses
Accurately record information to support the principal in suspension or expulsion circumstances
Visually survey grounds for suspicious and/or unauthorized persons
Report and refer injuries to office
Make suggestions on how to improve bus safety
Conduct routine safety drills with students
Checks and inspects mechanical condition of bus daily bus
Cleans interior and exterior of bus at regular intervals or as needed
Controls loading and unloading of bus to insure safety of passengers
Maintains proper student discipline on bus
May make minor repairs while on road
Keeps records and prepares reports.
Other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Experience in driving a bus or truck (other than pickup)
Student supervision techniques
Controlling student behavior
First aide
School rules and regulations
Traffic safety procedures
Safe driving practices

ABILITY TO:

Safely operate a school bus while maintaining safe and orderly conduct of students
Perform minor repairs on bus
Keep accurate records
Supervise and control large and small groups of students

Serve as role model for language, appearance and conduct
Gain respect from students and staff
Physically supervise students where vehicles are present
Make good decisions immediately
Determine what is and is not serious rule infractions
Establish and maintain rapport with staff and students
Maintain composure in emergency situations
Stoop, bend, walk extensively

EDUCATION AND EXPERIENCE:

High school diploma or equivalent (AA preferred)
Work with groups of children
Class B license with passenger endorsement
Bus driver certificate

WORKING CONDITIONS:

ENVIRONMENT:

The noise level in the work environment is high. The position requires multi-tasking and the ability to focus in a distracting environment. Strenuous activity is common. There is some exposure to danger from vehicles.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

Adopted: 6/20/05