

WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

TITLE: Bus Driver

EMPLOYEE CATEGORY: 6/Educational Support Personnel

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Commercial Driver's License (CDL) with passenger endorsement and verification of an acceptable driving record through Department of Motor Vehicles (DMV).
3. Successful completion of driver's training course as specified by state and federal standards.
4. Must be trained in CPR and First Aid.
5. Certified physically capable by a physical examination as prescribed by state and federal standards and reflex test administered by the District.

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.

REPORTS TO: Coordinator of Transportation

JOB GOAL

To transport students, safely and efficiently, to and from their school sites and/or special events.

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Transport students to and from school and on assigned trips safely and efficiently.
2. Comply with all state and local laws relative to bus transportation.
3. Observe all safety regulations for school buses.
4. Maintain discipline of students and report discipline problems to school administrators.
5. Fuel bus according to District transportation guidelines / policies.
6. Keep assigned bus clean according to District / transportation policies.
7. Follow assigned route and schedule.
8. Recommend to Supervisor changes in bus routes or bus loads.
9. Complete pre- and post-trip safety inspections and notify proper authority of mechanical defects and lateness.
10. Discharge students only at authorized stops.
11. Transport only authorized students.
12. Ensure no smoking, drinking or eating on bus.

3-5a

13. Instruct students in safety precautions and practices.
14. Conduct bus evacuations as required.
15. Be aware of additional duties related to transportation of exceptional education students, such as door-to-door loading and unloading, assisting with wheelchairs, understanding each students exceptionality and the development of special loading / unloading procedures.

Inter / Intra-agency Communication and Delivery

16. Interact appropriately with children, bus attendants, if applicable, transportation and school personnel.
17. Report all accidents involving a school bus.
18. Communicate well with supervisor, bus attendants if applicable, and schools.

Employee Qualities / Responsibilities

19. Attend inservice training and meetings as required.
20. Continue to work to improve knowledge and competence in relationship to position.
21. Establish rapport with students.
22. Display appropriate work ethic.
23. Report to work punctually and regularly.

System Support

24. Exercise responsible leadership when on District school trips.
25. Maintain complete and accurate records as required by law, District policy and administrative regulations.
26. Complete and submit all required reports.
27. Assist in upholding and enforcing school rules, District policy and administrative regulations.
28. Follow all transportation policies and procedures.
29. Represent the School Board in a positive manner.
30. Perform other incidental tasks consistent with the goals and objectives of this position.

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: 9 Month

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

EVALUATION: Annually by assigned administrator

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

SALARY ITEM NUMBER: 21