

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

BUS DRIVER

QUALIFICATIONS:

- (1) High School Diploma or equivalent, preferred.
- (2) Valid CDL Class B license with passenger and air brakes endorsements; have a good driving record.
- (3) The applicant must satisfactorily complete a required driver training course and pass a performance test in the operation of a school bus. The applicant must also pass a required state physical examination, and complete a basic course in first aid.

KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of traffic and highway safety rules and regulations and of the precautions necessary to avoid accidents. Ability to operate light and/or heavy duty school buses in a safe and economical way. Ability to understand and carry out instructions. Ability to exercise appropriate disciplinary techniques.

REPORTS TO:

Director of Transportation

JOB GOAL

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

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- (1) Comply with all state and local traffic laws and School Board policies and procedures relative to the safe operation of a school bus.
- (2) Inspect the bus to ensure the bus is in safe operating condition before leaving on a route or trip.
- (3) Assume responsibility for the safety of his/her passengers including loading and unloading.
- (4) Instruct students in safety precautions and practices.
- (5) Maintain appropriate student discipline and report unruly behavior to the School Principal.
- (6) Sweep and keep the bus clean at all times.
- (7) Prepare FEFP reports accurately and submit in a timely manner; maintain other operational reports as required.

Board Approved February 17, 1998

Amendments Board Approved April 15, 2003, July 1, 2009, March 20, 2012, October 20, 2015

BUS DRIVER (SUBSTITUTE BUS DRIVER) (Continued)

- (8) Make recommendations to improve school bus routes, stops and loading/unloading zones at schools.**
- (9) Use effective, positive interpersonal communication skills.**
- (10) Perform other incidental tasks consistent with the goals and objectives of this position.**
- (11) Other duties assigned by the immediate administrator or supervisor.**

PHYSICAL REQUIREMENTS:

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

TERMS OF EMPLOYMENT:

**Approved Unit Compensation Plan, pay grade 25-30
10 months; 181 days
Variable hours per day**

EVALUATION:

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