



Columbia County School District Job Description

Position Title: Bus Assistant		
Department: Transportation	Evaluation Instrument: Performance evaluated annually by the Director of Transportation in accordance with Policy GBI – Evaluation of Personnel.	
Pay Grade: Rate of pay as established through the budget process annually by the Board of Education	Pay Type: Non-Exempt	Retirement: Public School
Contract Work Year: 243 Days Per Year, 8 Hours Per Day		
Reports to: Route Supervisor		

MINIMUM QUALIFICATIONS

Must have a Commercial Driver's License; Must pass annual school bus driver's physical to include drug/alcohol testing; Must have a safe driving record; Must meet all other qualifications as stated in State Department of Education guidelines and Board of Education policies.

GOAL

Safely transport students daily and promote a good image for the Columbia County School System.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Knows and follows all policies of the Columbia County Board of Education and Department of Transportation.
- Checks with the Route Supervisor or office between 11:00 and 11:30 each day if not assigned to drive a bus for two days or longer.
- Checks with the driver of the bus on which you are assigned to ride or the driver you are replacing prior to the route time.
- Sees that every child on assigned route has been provided transportation should bus develop problems.
- Conducts pre-trip maintenance in advance of the trip time to allow time to notify the Shop should repairs or a spare bus be needed.
- Accepts driving/riding assignment from Route Supervisor or Director of Transportation willingly with a positive, teamwork-oriented outlook.
- Serves any school assigned by the Route Supervisor.
- Drives any bus that is assigned, and is willing to allow assigned bus to be used as deemed necessary by the Route Supervisor.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: May 1999