



## Columbia County School District Job Description

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<b>Position Title:</b> Bus Driver		
<b>Department:</b> Transportation	<b>Evaluation Instrument:</b> Performance will be evaluated annually by the Director of Transportation in accordance with Policy GBI - Evaluation of Personnel.	
<b>Pay Grade:</b> Bus Driver Pay Scale based on years of experienced route time	<b>Pay Type:</b> Non-Exempt	<b>Retirement:</b> Public School
<b>Contract Work Year:</b> 180 Days Per Year, 3 Hours Per Day		
<b>Reports to:</b> Director of Transportation		

### MINIMUM QUALIFICATIONS

Must have a Commercial Driver's License. Must pass school bus drivers physical examination annually to include drug/alcohol testing. Must have a safe driving record. Must meet all other qualifications as stated in Georgia State guidelines and Board of Education policy.

### GOAL

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

### REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Knows and follows all policies and procedures of the Columbia County Board of Education and Department of Transportation.
- Sees that every child assigned route has been provided transportation in the event of bus problems.
- Checks bus prior to the time of leaving for route or trip and informs the shop of necessary repairs or if a spare is needed.
- Accepts route changes when deemed necessary by the Route Supervisor, in a positive, teamwork-oriented manner.
- 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.
- Reports all discipline problems to the principal of the school where the child attends and informing the Route Supervisor of any matters other than a local concern.
- Attends all training classes, in-service and monthly staff meetings that the Route Supervisor deems necessary.
- Has bus serviced monthly as scheduled and keeping bus in clean and presentable condition at all times.
- Follows established policy of the Board of Education and Route Supervisor with regard to the proper use of leave time.
- Works a minimum of three hours daily before additional pay or supplements will be considered.
- Assists the Route Supervisor in emergency situations which involve transporting students, use of bus, etc.
- Performs any task assigned by the Route Supervisor or Director of Transportation.

### 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:** December 2015