

Bus Driver

Pemiscot County Special School District

Job Title: Bus Driver
Department: Transportation
Reports to: Building Principal or as assigned by Superintendent
Classification: Non-exempt (*This is either exempt or non-exempt and is determined in accordance with the Fair Labor Standards Act. Remember, what the person does, not their title determines exempt status.*)

Job Summary

Drivers transport students in district transportation. Drivers shall transport students to and from school and school related functions in a safe and efficient manner. It is their responsibility to inspect and maintain the school bus to ensure proper operating condition.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Duties and Responsibilities:

- Maintains regular attendance.
- Be responsible for personal and district-owned equipment.
- Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.
- Transport students of all ages to and from school and extra-curricular activities in a safe and timely manner.
- Manages student behavior and maintains discipline on the bus.
- Keep two-way radio on at all times that the bus is in operation.
- Conducts and logs pre-trip inspections to check for cleanliness, safety, proper mechanical functions and adequate fuel level.
- Conducts trip inspections after each run to check for vandalism, cleanliness, lost articles, and sleeping children.
- Maintains and tracks route data as mandated by school and state regulations.
- Reports mechanical problems to district mechanic.
- Maintains the confidentiality of students' discipline and medical records.
- Conducts safety drills with students as required by the State of Missouri.
- Interprets routes and maps and anticipates and reports road conditions and hazards.
- Attends safety meetings and workshops as assigned and or required.
- Comply with the Transportation Handbook and other district policies related to the job.
- Operate bus lift as needed.
- Use wheelchair hookups as needed.
- Keeps interior of the bus clean.

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Additional duties as assigned

Supervisory Duties

Drivers supervise students while transporting them

Qualifications and Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Pass Annual physical

Ability to maintain positive interpersonal relationships

Ability to sit, talk, hear, grasp, push, stand, walk, drive, reach with hands and arms, stoop, kneel, crouch, crawl, climb, balance and conduct repetitive wrist and/or hand movements

Education:

High school diploma or the equivalent

Certificates, Licenses, Registrations:

Valid Missouri Commercial Drivers License

Current CDL and "S" and "P" endorsement for school bus driving responsibilities

MATHEMATICAL SKILLS:

Ability to add, subtract, divide, and multiply in all units of measure consistent with the duties of this position.

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations consistent with the duties of this position.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to interface effectively with other district personnel.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Ability to understand and follow Board policies, administrative procedures and training and handbook materials

COMMUNICATION SKILLS:

Ability to write reports consistent with the duties of this position.

Ability to effectively present information and respond to questions from administrators, staff and the general public. Ability to read and write simple sentences in English, read

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and understand maps and possess basic writing skills sufficient to complete pre and post trip reports and student discipline referrals

Attendance:

Consistent and regular attendance is an essential duty of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

OTHER SKILLS AND ABILITIES:

Ability to accurately perform assigned tasks.

Ability to perform duties in full compliance with district requirements and School Board Policies.

Ability to interact in a friendly manner with co-workers, parents and students

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, climb, talk, hear, see, drive, reach with hands and arms, balance and conduct repetitive wrist and/or hand movements. While performing the duties of this job, the employee may frequently lift and/or move at least 25 pounds of materials (100 pounds when operating a wheelchair lift and assisting a special-needs student), etc. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The individual who holds this position must:

Frequently work in temperatures below 32 degrees and above 100 degrees Fahrenheit.

Occasionally work in rain, sleet and ice and walk and drive on slippery conditions

Often work in an area with a high noise level including engine noise and the sound of many children speaking, a raised voice may be necessary.

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The information contained in this job description is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.