

9.16.03 BUS DRIVER

Reports to: Coordinator of Transportation

Dept/School: Transportation

Wage/Hour Status: Nonexempt

Length of Contract: 178

PRIMARY PURPOSE:

Ensure safe and orderly transportation of students on assigned route. Operate school bus that transports students and other authorized personnel to and from schools or other designated location.

QUALIFICATIONS:

Education/Certification:

Valid Arkansas commercial driver's license (Class B) with Passenger, Air Brake, and S endorsements

Special Knowledge/Skills:

Must be 21 years of age
Ability to pass alcohol and drug test
Must be able to pass a criminal history check and DPS physical
Must have acceptable driving record
Ability to complete required bus driver safety training
Ability to follow written and verbal instructions
Ability to communicate effectively
Knowledge of student discipline procedure
Ability to manage student behavior
Ability to operate bus

Experience:

None

The Board may find appropriate and acceptable alternatives to the above qualifications.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Maintain professional behavior, appearance and work ethic to represent the school district in a positive manner at all times.
2. Articulate a positive image of the school district and school district personnel.

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3. Demonstrate effective customer service strategies to all district patrons.
4. Follow assigned route and adhere to established schedules.
5. Drive bus to and from extracurricular activities.
6. Check bus for mechanical defects before and after each operation and notify supervisor of needed repairs.
7. Report all accidents, vehicle damage, student injuries, and mechanical failures; complete required reports.
8. Keep records on bus mileage, gas and oil consumption, and number of passengers transported.
9. Keep assigned bus clean and fueled.
10. Supervise students while they board and leave the bus and cross the street.
11. Communicate with transportation office on a daily basis regarding student behavior while on bus.
12. Maintain discipline; report student discipline problems to appropriate administrator.
13. Instruct students on safe riding rules and regulations.
14. Observe all traffic laws and safety regulations for school buses.
15. Inspect bus by checking fuel, oil, water, tires, lights, brakes, and steering to ensure bus can be operated safely before driving.
16. Ensure proper condition of emergency equipment, such as first aid kit, fire extinguisher, flags, fuses, crow bar, and reflector.
17. Correct unsafe conditions in work area that could cause an accident and inform supervisor of any conditions that are not correctable immediately.
18. Report any hazardous conditions along the route.
19. Operate two-way radio equipment and cell phone to communicate with transportation office.
20. Work irregular hours as needed.

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- 20. Present for students a positive role model that supports the school climate and mission of the school district.
- 22. Effectively communicate with colleagues, students, and parents.
- 23. Demonstrate behavior that is professional, ethical, and responsible.
- 24. Attend and complete required training programs (on all in-service days) to maintain safety certification safety including first aid/CPR training.

EQUIPMENT USED:

School bus, safety equipment (flares, reflective signs), fire extinguisher, seatbelts, wheelchair lift

WORKING CONDITIONS:

Mental Demands:

Maintain emotional control under stress

Physical Demands:

Continual sitting, reaching, and repetitive hand and arm motions; work outside and inside; moderate exposure to extreme temperature (hot) and vehicle fumes

Date Adopted: August 2, 2007

Last Revised:

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Employee

Date

Supervisor

Date