

Bus Driver

Reports to: Transportation Coordinator

FLSA Status: Non-Exempt

SUMMARY:

To transport students safely, efficiently and economically to and from school on a daily basis and to extracurricular events on a non-regular basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Exercises greatest care at all times in transportation of school children;
- Takes all necessary and reasonable precautions to protect students, employees, equipment, and property;
- Reports all student injuries, accidents, illnesses and discipline problems to the appropriate authority immediately or as soon as reasonably possible;
- Opens and closes entrance door and keeps it securely closed while bus is in motion;
- Wears safety seat belt assembly while driving;
- Instructs pupils who ride buses in rider safety annually, and practices emergency exit drills at least twice annually;
- Prohibits use of posters, stickers, or advertising material of any kind in or on school bus;
- Adheres to provision of Motor Vehicle Code, Pupil Transportation Regulations of Board of Education;
- Operates school bus at a safe speed not to exceed 45 miles per hour or the minimum speed allowable, whichever is greater, on any highway other than an interstate highway, and 55 miles per hour on interstate highways. However, for any such vehicle which takes on or discharges children, the maximum speed limit shall be 35 miles per hour between the first stop and the last stop, not including the school. The school and the designated school bus parking area shall not be considered for the first or last stop;
- Operates warning lights for a distance of not less than 100 feet before bus stops, if lawful speed limit is less than 35 miles per hour, and for a distance of at least 200 feet before bus stops if lawful speed limit is 35 miles per hour or more;
- Makes stops in the right-hand lane when loading or discharging pupils on highway and only at designated points, where bus can be clearly seen for a safe distance from both directions;
- Operates school bus warning devices while stopped to warn approaching traffic to stop and allow pupils to cross highway safely;
- Requires pupils who must cross the road to walk to a point 10 feet or more in front of bus, stop before reaching a position in line with left side of bus, and await signal from bus driver to start across highway;

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- Picks up and discharges pupils on side of road on which they live on dual highways divided by a physical barrier on unpaved area;
- Stops school bus at railway grade crossings - opens entrance door of bus and driver's window and determines when it is safe for vehicle to cross railroad tracks. No such stop need be made where a police officer or traffic light directs traffic to cross;
- Keeps copy of route schedule in bus, including time bus starts in morning, time it leaves each point at which pupils are taken on, time of arrival at school, bus' odometer reading at beginning of route where first pupil is picked up, where other stops are made, and reading upon arrival at school;
- Operates school bus in accordance with route schedule and designated stops;
- Transports only students assigned to particular route, unless otherwise authorized by the building administrator(s) with consent of parents;
- Reports misconduct of pupils on school bus or at waiting stations or stops on the way to or from school and shall be guided by building administrator's advice and direction, subject to the regulations of School Board and particular school;
- Performs morning and afternoon pre-trip safety inspection of vehicle and reports damage and/or malfunction to Transportation Coordinator promptly;
- Performs daily post-trip inspection of the entire interior and exterior of the bus;
- Fills fuel tank of vehicle;
- Checks level of oil daily, and adds necessary amount of oil;
- Sweeps interior of bus following trips;
- Cleans exterior of vehicles regularly;
- Cleans windows, including windshield and rear window, and warning and signal lights regularly;
- Requires pupils to keep the bus clean;
- Reports on number of pupils transported and miles traveled to Transportation Coordinator;
- Reports all accidents, delays, and driver absences to Transportation Coordinator promptly;
- Contacts parents immediately, or as soon as reasonably possible, in the event of a student injury, serious illness, or other matter pertaining to the general welfare of the student;
- Suggests safe and efficient routes, stops, and schedules to Transportation Coordinator;
- Attends in-service training to improve skills, attitudes, and knowledge of school bus driving and pupil control;
- Observes established and accepted work practices and procedures in accordance with School Board pupil transportation policy, particular school policy, and supplemental administrative directives;
- Reports to Transportation Coordinator motorists who violate Virginia "School Bus Stop Law";
- Models non-discriminatory practices in all activities;
- Complies with and supports school and division regulations and policies;
- Performs related duties as assigned by the building administrator(s) and/or the Transportation Coordinator in accordance with the school/system policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of the county; skill in the safe operation of a school bus; ability to detect malfunctioning equipment; ability to assist children using patience and understanding; ability to establish and maintain effective working relationships with school officials, parents, school personnel, and students. Must be able to follow oral and written directions and have the ability to get along well with others.

EDUCATION AND/OR EXPERIENCE:

Candidate must possess any combination of education and experience equivalent to completion of high school.

Meet school bus driver certification requirements (minimum hours of instruction and satisfactorily pass knowledge examination)

Meet state requirements for appropriate licensing.

Meet state physical examination requirements.

Meet local and state standards for driver record check.

Successfully completed the National Red Cross First Aid Course.

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.

Work requires climbing, sitting, stooping, crouching, reaching, pushing, pulling, grasping, and repetitive motions. Frequent walking and lifting, up to approximately 20 pounds and occasional lifting of equipment up to 40 pounds. Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for visual inspection involving small defects and/or small parts, operation of motor vehicles or equipment, and observing general surroundings and activities; the worker is subject to outside environmental conditions, noise, vibration, road hazards, and atmospheric conditions. Attendance to training sessions and bus driver meetings beyond the normal assigned hours is necessary. Daily contact with students to provide an orderly and safe environment is required. Contact with parents and administrators are required. Occasional contact with medical professionals may be required.

EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of personnel.