

TITLE

Bus Driver

QUALIFICATIONS

- Must possess a CDL;
- No school bus driver shall be employed for the first time who is more than sixty (60) years of age;
- Annual physical and mental examinations shall be required;
- Not less than a high school education or general equivalency diploma;
- Shall have at least three (3) years' driving experience;
- Meets health and physical requirements; and
- Meets requirements in accordance with state law and State Board Rules & Regulations.

JOB GOAL

To safely transport students over specified routes.

ESSENTIAL FUNCTIONS

- Is familiar with and abides by all local, state, or federal traffic laws, rules and regulations;
- Transports students over specified routes according to time schedule;
- Maintains discipline when students are on bus and reports any student misconduct to principal;
- Performs daily mechanical checks on oil, gas, tires, lights, and doors;
- Reports to the bus garage for needed repairs;
- Cleans his/her bus each day as needed to keep it in a clean and neat condition;
- Reports all accidents promptly and completes required reports;
- Transports only authorized students;
- Assumes responsibility for knowing and following the safety rules and proper procedures associated with the responsibilities of the job;
- Has the bus checked at the end of every run by someone else to ensure that all students have left the bus;
- Shall not use profanity or tobacco in any form when students are being transported; and
- Performs other duties as assigned.

PHYSICAL DEMANDS

Physical demands are those activities required of a worker in a job. This job may require lifting of objects that exceed 50 lbs., with frequent lifting and/or carrying of objects weighing up to 25 lbs. Other physical demands that may be required are as follows:

- Pushing and/or pulling
- Stooping, kneeling, and/or crouching
- Reaching
- Talking
- Hearing
- Seeing

VOCATIONAL PREPARATION

The specific vocational preparation may come from any of the following:

- Vocational education
- Apprentice training
- On-the-job training
- Essential experience

TEMPERAMENT (Personal traits)

- Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
- Adaptability to accepting responsibility for the direction, control, or planning of an activity.
- Adaptability to dealing with people beyond giving and receiving instruction.
- Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

- Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
- Verbal: Ability to understand meanings of words and ideas associated with them, and to use them effectively.
- Manual Dexterity: Ability to move the hands easily and skillfully.

WORK CONDITIONS

High degree of discomfort due to temperature, fumes, dust, noise, traffic congestion, and hazardous weather conditions.

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GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.

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