

BUS DRIVER JOB DESCRIPTION

JOB SUMMARY

This position transports students by school bus in a safe and professional manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Maintains thorough working knowledge of all laws, procedures and regulations governing school bus drivers and student transportation.
2. Performs evacuation drills as required.
3. Performs pre-trip inspection on bus prior to driving.
4. Drives District vehicles safely while transporting students from home to school.
5. Monitors appropriate behavior of students.
6. Maintains discipline and control of students on bus.
7. Reports disruptions to Board of Directors.
8. Responsible for maintaining bus in good repair, cleans bus daily and replenishes fuel and oil as needed.
9. Assists students loading onto bus, conducts required passenger instruction and administers first aid to passengers as required.
10. Completes all required reports on a timely basis.
11. Interacts thoughtfully and courteously with students, staff and parents and resolves conflict in a professional manner.
12. Maintain appropriate certifications and training hours as required.
13. Attend work regularly.
14. Occasionally perform work beyond a standard 40-hour work week when workload requires.
15. Other duties may be assigned as needed.
16. Take trips as assigned.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends staff meetings.
2. Attends in-service trainings.
3. Reports road and other hazards as necessary.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

MINIMUM QUALIFICATIONS

- Have a current regular driver license (non-commercial Class C)
- Not be suspended or otherwise disqualified from holding a CDL in Oregon or any other state
- Have a high school diploma or GED
- Submission of professional application materials.

KNOWLEDGE, SKILLS & ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with minimum supervision. 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.

- High school diploma or General Education Diploma (GED) or equivalent combination of education and experience. Successful completion of a minimum of eight hours of classroom instruction related to skills and safety requirements for driving a school bus and successful completion of fifteen hours of instruction behind the wheel of a school bus required.
- **Abilities:** Ability to drive a school bus safely and efficiently while keeping to established schedules. Ability to maintain order among students, both while driving and at bus stops. Ability to recognize malfunctions in equipment and take appropriate action. Ability to maintain the assigned vehicle in clean and safe operating condition. Must learn designated bus route, including stops and traffic hazards.
- Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to remain calm and professional in an environment with frequent interruptions.
- Ability to communicate fluently verbally and in writing in English. Ability to respond to common inquiries or complaints from students, parents, staff or members of the community. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- General knowledge of computer usage and ability to use email.
- Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to effectively prioritize work tasks and train others in completing work tasks.
- Valid Oregon commercial driver's license (CDL) with passenger, air brake and "S" endorsement, school bus driver's certificates/licenses and the ability to obtain a valid First Aid/CPR card. Valid Oregon Department of Education School Bus Driver Certificate.
- **Knowledge and Skills:** Requires a thorough knowledge and understanding of safe bus driving practices. Requires a thorough understanding of bus operation and safety sufficient to recognize problems and take appropriate action. Must have a thorough understanding of State laws, rules and regulations pertaining to school bus operations and pupil transportation.

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 regularly required to talk or hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must regularly lift and/or move up to 25 pounds and frequently up to 50 pounds. Specific vision abilities required by this job include close vision.

Specifically must have the ability to:

- a. Open and close a manually operated bus entrance door control with a force of at least 30 pounds.
- b. Climb and descend steps with a maximum step height of 17 ½ inches.
- c. Operate two hand controls simultaneously and quickly.
- d. Have a reaction time of three-fourths of a second or less from the throttle to the brake control.
- e. Carry or drag a 125-pound person 30 feet in 30 seconds or less.
- f. Depress a brake pedal with the foot to a pressure of at least 90 pounds.
- g. Depress a clutch pedal with the foot to a pressure of at least 40 pounds.
- h. Exit from an emergency door opening of 24 by 48 inches at least 42 inches from the ground in ten seconds or less.

Visual acuity of at least 20/40 in each eye, with or without corrective lenses; binocular acuity of at least 20/40 in both eyes, with or without corrective lenses; from field of vision of at least 140 degrees; the ability to distinguish the colors red, green, and yellow. Drivers requiring corrective lenses shall wear properly prescribed lenses at all time while driving.

Hearing of at least 7/15 in at least one ear. Applicant shall not have average hearing loss in the better ear greater than 40 decibels at 500Hz, 1,000Hz and 2,000Hz with or without a hearing aid when audiometric device is calibrated to American National Standard Z24.5-1951. Drivers requiring a hearing aid shall wear such properly operating aid at all times while driving.

No mental, nervous, organic or functional disease or disability likely to interfere with safe driving or other responsibilities of a school bus driver.

Persons with severe hypertension (grade 3 retinopathy) or with an established medical history or clinical diagnosis of epilepsy or any other condition likely to cause loss of consciousness or any loss of ability to control a motor vehicle is not qualified to operate a school bus.

Applicants shall not use any controlled substance, amphetamine, narcotic or any other habit forming drug unless prescribed by a licensed medical practitioner who is familiar with applicant's medical history and has advised the driver that the prescribed controlled substance or drug will not adversely affect their ability to safely perform the duties of a school bus driver. Applicant shall have no current clinical diagnosis of alcoholism.

Individuals will be required to pass an ODE physical administered by a designated physician acknowledging that these physical demands can be performed. Individual will be subject to random drug and alcohol testing.

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 noise level in the work environment is usually low to moderate, but occasionally high. The employee is occasionally exposed to outdoor weather conditions. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. Employee may be exposed to bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it dees