

Bus Driver
New Hanover County Schools

Job Description

Class: Classified
Dept: Transportation

TITLE: **Bus Driver**

QUALIFICATIONS:

1. High School degree or equivalent.
2. Valid North Carolina driver's license and CDL with P and S endorsements with school bus certificate.

REPORTS TO: Bus Coordinator

JOB GOAL: To provide safe and efficient transportation of students over a specified route, according to a time schedule, for curriculum and extra-curricular activities.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follows all rules, policies and procedures of New Hanover County Schools, along with regulations pertaining to the Transportation Department.
2. Complies with all traffic ordinances.
3. Observes all mandatory safety regulations for school buses.
4. Maintains discipline when students are on bus.
5. Reports undisciplined students to the proper authority.
6. Keeps assigned bus clean.
7. Keeps to assigned schedule.
8. Checks bus before each operation for mechanical defects.
9. Notifies the proper authority in case of mechanical failure or lateness.
10. Discharges students only at authorized stops.
11. Exercises responsible leadership when on out-of-district trips.

12. Transports only authorized students.
13. Reports all accidents and completes required reports.
14. Participates in on-site training to become proficient in handling and maneuvering a school bus.
15. Stays current with state rules and regulations pertaining to driving and transporting students.
16. Performs related duties and responsibilities as requested by the Director.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Ten month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: NHCS Bus Driver Hourly Pay Scale

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to follow oral and written directions.
- Ability to read a map.
- Ability to pass State Skill Test, State Written Test, Department of Transportation physical, and MDE Basic Training Program.
- Ability to perform duties with awareness of all district requirements and BOE policies.
- Ability to continuously sit, to occasionally walk or stand; to frequently bend or twist at the neck and trunk while performing duties.
- Ability to repeat the same hand, arm, or finger motion many times; ability to use hand strength to grasp the steering wheel and door; move up to 75 pounds, such as students.
- Ability to continuously drive on the job.
- Vision abilities of close vision, color vision, depth perception, and peripheral vision.
- Ability to work in a frequently loud work environment.
- Ability to meet deadlines with severe time constraints and interact with the public and other workers.
- Ability to jump out of rear bus door or side bus door as needed for evacuation.