



SECTION 6620
CATEGORY Non-Instructional
SUB-CATEGORY Bus or Van Driver

QUALIFICATIONS:

1. Three years driving experience.
2. Certification by a physician that he or she is physically fit to be a school bus driver.
3. A valid bus driver's license approved by the Department of Law and Public Safety, New Jersey Division of Motor Vehicles, for the size vehicle assigned.
4. Exceptional interpersonal skills.
5. Knowledge of applicable laws, regulations and procedures.
6. Required criminal history check and proof of US citizenship or legal alien status.
7. Such alternative or additional qualifications as the Superintendent or Board of Education may deem appropriate.

REPORTING RESPONSIBILITIES

The Bus or Van Driver reports to the Transportation Coordinator.

SUPERVISORY RESPONSIBILITY AND AUTHORITY

The Bus or Van Driver shall maintain line and staff authority in accordance with the Board of Education approved District Organizational Chart.

JOB GOAL

The Bus or Van Driver, working under the direction of the Transportation Coordinator, is responsible for safely transporting assigned students to and from school along pre-determined routes.

TERMS OF EMPLOYMENT

Ten-month contract. Contract consistent with the agreement negotiated with the applicable bargaining unit.

PERSONAL EVALUATION

Bus or Van Drivers shall be evaluated in writing in line with state requirements and Board of Education policy and regulation by any of the following or combination of the following: School Business Administrator, Assistant School Business Administrator, Transportation Coordinator, or Assistant Transportation Coordinator at least once each year. The evaluation shall be based in part on the performance of the responsibilities indicated in this position description.



PERFORMANCE RESPONSIBILITIES

I. General Duties

1. Is fully aware of the contents of the district's School Bus Drivers Handbook and carries out all Transportation Department procedures and Board policies regarding transportation, including discipline, safety, and non-smoking rules.
2. Is fully aware of and abides by all rules and regulations of the Department of Education, Bureau of Pupil Services, Division of Field Services, most of which are contained in the handbook entitled New Jersey Driver Training Manual for School Bus Drivers and Contractors.
3. Complies at all times with Division of Motor Vehicle traffic regulations.
4. Performs a walk-around and safety check of the vehicle and completes the daily check sheet as prescribed by the Transportation Office prior to the start of each shift
5. Maintains a clean vehicle at all times, cleaning it thoroughly each day.
6. Performs a child check at the conclusion of each route.
6. Demonstrates a high level of courtesy, law-abiding and proper conduct, thus setting a good example for student passengers.
7. Follows the assigned routes and makes only those stops as designated by the Board of Education. Reports to the Transportation Office any conditions that render the routes unsafe for the transporting, loading, or unloading of students.
8. In accordance with department procedures, reports any accident immediately, including those resulting in injury of any person while on the vehicle or immediately before entering or after leaving the vehicle.
9. Attends Safety Meetings and Defensive Driving Courses as announced by the Transportation Office.
10. Participates in bus evacuation drills at least twice each year.
11. Performs other duties and responsibilities incidental to the position or as assigned by the Transportation Coordinator.

II. Other Duties

1. Maintains confidentiality in all areas of the assignment.
2. Assumes other duties and responsibilities incidental to the office or as assigned by the Superintendent of Schools.
3. Adheres to all district policies and regulations, including but not limited to:
 - a. Teaching Staff Member/School District Reporting Responsibilities – 3159
 - b. Physical Examination – 3160
 - c. Substance Abuse – 3218
 - d. Electronic Communications between Teaching Staff Members and Students – 3283
 - e. Sexual Harassment – 3362

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 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.

Adopted: 2019 March 19