

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE

Bus/Van Driver

II. PRIMARY FUNCTION

To transport pupils in a safe and efficient manner and perform all activities related to the operation of the school bus

III. REPORTS TO

Transportation Specialist

IV. QUALIFICATIONS

- Valid NJ Commercial Driver's License
- Minimum of three (3) years' previous safe driving experience
- Ability to maintain passenger discipline to ensure their safety and well-being and protect against vandalism
- Compliance with DOT physical examination and Drug and Alcohol Testing Requirements prior to employment
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

V. MAJOR DUTIES AND RESPONSIBILITIES

- Conduct a pre-trip safety inspection of the bus prior to every trip and complete the School Bus Condition Report
- Notify the Transportation Specialist of any mechanical malfunctions and/or safety hazards
- Adhere to established routes, designated stops and time schedule
- Transport only authorized pupils
- Obey all traffic laws and observe mandatory school bus safety regulations
- Maintain discipline of the bus and report violations to the building principal or authorized personnel
- Report all accidents and pupil injuries and complete required reports
- Participate in emergency evaluation drills in accordance with established procedures and instruct passengers regarding safety regulations and other bus rules
- Performs such other duties as may be assigned by the Superintendent or designee

VI. TERMS OF EMPLOYMENT

Exempt Group – Salary as determined by the Board of Education

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Job Description/Section IX BUS-VAN DRIVER

APPROVED: November 22, 2010