

BUS DRIVER



Transportation Department

Purpose:

The Bus Driver safely operates a passenger school bus, for the purpose of safely transporting students and staff over scheduled routes to and from school and to and from District sponsored events. The incumbent ensures the school bus is operating safely; and ensures the safety of students during transport and while loading and unloading from the school bus.

Definitions for use in this Job Description:

"School bus" or "bus" includes any school bus or transportation vehicle within the transportation fleet.

"Procedures" includes any District policy, District administrative regulation, or formal written procedure governed by the District transportation department.

Reports to: Transportation Supervisor

Nature & Scope:

The Bus Driver works independently following standardized routines under general supervision. The nature of the work requires strict adherence to policies, procedures, and regulations. The incumbent interfaces and problem-solves with students, school administrative staff, transportation colleagues, teachers and non-licensed school staff. Because this job involves frequent interaction with students, the position requires a high level of professional decorum, calm, and ability to act as a role model to young people. The incumbent does not have supervisory responsibilities, but may provide guidance and assistance to regular or temporary employees, as required.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Safely operates District school buses for the purpose of transporting students over scheduled routes to and from school and to and from District sponsored events and activities. Operates District school buses in accordance with District procedures and in compliance with all State of Oregon traffic laws and regulations regarding the operation of a school bus.
3. Appropriately and safely operates all devices associated with operating and inspecting a school bus, including but not limited to: electronic inspection devices; first aid kits; bodily fluid kits; fire extinguishers; emergency triangles; tire irons; car seats; safety vests;

wheelchairs and wheelchair securements; wheelchair lifts; oxygen tanks; backpacks; securement straps; seatbelts; and two-way radios.

4. Maintains and enforces student order on the school bus. Follows established procedures regarding student management.
5. Regulates heating and ventilating equipment provided on bus for the comfort of passengers.
6. Instructs, supervises, and assists students and other passengers in safely crossing roadways and the safe entry and exiting of the bus during regular and emergency situations. Twice each year instructs students and other riders on safe bus riding and bus evacuations as required by law.
7. Performs designated pre-trip and post-trip inspections of the assigned school bus in accordance with District procedures and laws of the State of Oregon. Undertakes inclement weather procedures as necessary, including chaining the bus when necessary.
8. Immediately reports any identified mechanical or operational defects in the assigned school bus in compliance with State regulations.
9. Reports all incidents, complaints, accidents and/or potential emergency situations in compliance with District procedures.
10. Cleans interiors and windshields of school buses for the purpose of ensuring safety, appearance and sanitation of the vehicle in accordance with District procedures.
11. Prepares all required reports, forms or other documents and maintains accurate records.
12. Maintains confidentiality, with specific understanding of the privacy rights of students.
13. Effectively communicates with students and parents to create an orderly and safe experience for student riders.
14. Maintains effective working relationships with other members of the transportation staff, school personnel, students, and parents. Effectively works and communicates with students, parents, and staff from diverse cultures or backgrounds including those who speak limited or no English.
15. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook*; and the *Beaverton School District Transportation Employees Handbook*; and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Must be able to operate all student transportation vehicles.
2. Must have successfully completed a Bus Driver Trainee program.
3. Must possess a satisfactory driving record and an understanding of safe driving practices.
4. Must read, speak, and write the English language sufficiently to converse with the general public.
5. Must understand highway signs and signals in the English language.

6. Must be able to respond to official inquiries and make written entries on reports and records.

Licensing/Special Requirements:

1. Must be 21 years of age or older.
2. Must possess and maintain a valid driver's license and a driving record that meets the standards in place by the District.
3. At the point of hire, must be able to pass the Physical Capacity/Agility Test and must pass a DOT physical examination and drug test. Must attain and maintain a DOT Physical Card.
4. At the point of hire, must be able to attain and maintain an Oregon Commercial Drivers' License and Oregon School Bus Driver Certification.
5. Must possess and maintain a First Aid/CPR Card.
6. Must pass a Criminal Background Check.
7. Must pass a Drug Screening Test.
8. Must obtain all other necessary certifications and licenses necessary to operate a school bus in the state of Oregon including complying with new regulations that may be enacted subsequent to the first day of employment.
9. Must possess a reaction time of 3/4 of a second or less from the throttle to the brake control.
10. On a continuous basis, hearing must be not less than 7/15 in at least one (1) ear.
11. On a continuous basis, vision must be with
 - a. near acuity and far acuity of no less than 20/40 in each eye either with or without corrective lenses
 - b. binocular acuity of at least 20/40 (Snellen) in each eye with or without corrective lenses
 - c. a field of vision of not less than a total of 140 degrees
 - d. depth perception and color vision to distinguish red, green and yellow colors.

Additional Requirements Specific to this Position:

1. Must be able to demonstrate the ability to chain a bus.
2. Must maintain a sound driving record.
3. Must remain drug-free and will be subject to drug testing at various times: *pre-employment, random, reasonable suspicion, post-accident and return to work.*

Working Conditions:

The Bus Driver works outside in all kinds of weather, and often in the dark. Much of the Bus Driver's work time consists of seated time in the driver's seat of a school bus. The Bus Driver will routinely ascend and descend stairs, use leg and hand motions associated with the driving of a bus. The Bus Driver will also load and unload wheelchair students using a wheelchair lift. Potential exposures include, but are not limited to, chemical, diesel, grease and oil fumes; fuel, grease and oil; blood-borne pathogens; heavy traffic patterns; cold and hot temperatures; and inclement and severe weather.

The job requires a significant amount of time sitting, with frequent walking and frequent standing. Physical capacities required to operate a bus on a bus route are as follows:

1. Continual sitting.
2. Leg/foot use required to depress brake pedal to a pressure of at least 90 pounds and depress clutch pedal to a pressure of at least 40 pounds.
3. Continual manual hand and finger dexterity: handling, grasping, fingering.
4. Reaching.
5. Frequent twisting, pushing and pulling.
6. Pushing or pulling up to 30 pounds of force to manually operate bus entrance door.
7. Standing, walking, crouching, stooping, climbing.
8. Continuous neck motion and flexion, as required throughout the work shift.
9. Intermittent but frequent climbing to a step height of 17½ inches to enter bus.
10. In an emergency situation, a Bus Driver might have to assist a student, which requires carrying or dragging a 125-pound person 30 feet in 30 seconds or less.
11. In an emergency situation, must be able to exit from an emergency door opening of 24x48 inches and at least 42 inches from ground in ten seconds or less, balancing, lifting and carrying.
12. Ability to sustain noise levels ranging from moderate to very loud for occasional to frequent time periods.

Bus Drivers requiring a hearing aid must wear a properly operating aid at all times while operating a bus.

Bus Drivers requiring corrective lenses shall wear properly prescribed lenses at all times while operating a bus.

Bus Drivers who have been diagnosed with a diabetic condition must comply with State requirements.

Work Year: 180 Day plus Fall Bidding, Inservice, and additional class time to maintain school bus drivers license.

Bargaining Unit: OSEA

FLSA Status: Non-Exempt

Date Approved: March 15, 2015

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The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans status, genetic information or disability in any educational programs, activities or employment.