

JOB DESCRIPTION

JOB TITLE: School Bus Driver/Detailer

REPORTS TO: Transportation Director

DEPARTMENT: Transportation

I. NATURE AND SCOPE OF JOB:

To represent Carbon County School District One and the Transportation Department and assume responsibility for safe transporting of students and adults to and from school, activities, and all related functions. Performs bus cleaning tasks in a timely and responsible manner.

II. EXPECTATIONS:

1. Maintain a positive attitude that supports the District Mission.
2. Maintain a positive and supportive relationship with all people in the work place.
3. Be responsible for acceptable personal attendance and punctuality.
4. Accept responsibility for the identified job description and continually strive to perform work of the highest quality.
5. Responsible for adhering to District policies.

III. JOB FUNCTIONS:

A. Essential Functions:

1. Transporting students in a safe and courteous manner.
2. Provide continual support for the school district Mission Statement through daily contact with students.
3. Maintain and follow State of Wyoming requirements for a CDL with proper endorsements.
4. Maintain insurability according to the school district's insurance requirements.
5. Maintain criteria for Department of Transportation's driver physical.
6. Uses positive verbal and non-verbal communication and interaction skills at all times when working with students, parents, and all district personnel.
7. Maintain student discipline on bus utilizing district student discipline procedures.
8. Maintain confidentiality of all information concerning students, staff, or parent/guardians in any public setting and choose the appropriate time and place, and supervisor to discuss problems.
9. Have a knowledge of and ability to follow detailed, written instructions with ability to accurately record information in writing or orally.
10. Ability and willingness to work flexible hours.
11. Ability to climb inside of, on top of and under assigned vehicles.
12. Complete preventative maintenance tasks as determined and defined.
13. Assist vehicle and building mechanics as assigned.
14. Degrease all vehicles for summer maintenance.
15. Clean interior and exterior of all transportation department vehicles.
16. Fuel vehicles, Conduct pre-trip inspections as specified.
17. Follow assigned schedule and itineraries while on trips.
18. Exercise responsible leadership when on out of district activity trips.
19. Ability to perform all duties as assigned.

B. Non-Essential Functions:

1. Complete paperwork tasks and requirements within time parameters established.
2. Attend and participate in staff development opportunities as per State of Wyoming requirements as well as district requirements.
3. Make self available on varied schedule for "snow days"
4. Utilize proper OSHA procedures necessary when handling body fluids.
5. Transport only authorized students and release students only at authorized bus stops.
6. Notify district personnel in case of mechanical failure or route lateness.
7. Obey all traffic laws.
8. Drive out-of-town trips during the week and on weekends, drive field trips as needed.
9. Substitute on food truck if necessary.
10. Willingness to work flexible hours.
11. Ability to work cooperatively with others.

IV. JOB QUALIFICATIONS:

A. Knowledge, Skills and Mental Ability:

1. Ability to remain calm and composed in stressful situations.
2. Must know and apply Wyoming rules and laws of the road.
3. Ability to recognize mechanical problems that would require stopping of bus to prevent damage or potential accident while driving.
4. Read gauges on dash of bus and recognize indicators of problems.
5. Ability to follow and successfully complete both written and oral directions.
6. Possess sound emotional judgment.
7. Ability to work with people of various personality types.

B. Education, License, Certification or Formal Training:

1. Must have a High School diploma or equivalent.
2. Appropriate CDL License with endorsements for School Bus
3. Meet current district vehicle insurance qualifications for driving coverage.
4. No DUI convictions within 3 years.
5. Attend and successfully complete staff development opportunities.
6. Reading ability adequate to follow directions resulting in making effective work decisions.
7. Successfully pass District Blood Borne Pathogens training.
8. Must undergo drug and alcohol testing as mandated by Department of Transportation and District policy.

C. Equipment Used:

School bus/School car (size of Suburban to 84 passenger bus)
Fuel pump
Spray washer
Hand tools Vacuum Cleaner/shampoo machine
Broom/Mop

D. Physical Demands:

1. Assist students in various physical abilities as necessary
2. Run lift if necessary, closing door and placing lift in travel position.
3. Sufficient physical strength to turn steering wheel of bus with no difficulty.
4. Possess physical capability to drive bus and withstand the demand of a bus ride in a variety of conditions.
5. When equipped with non-air operated entrance doors, be able to open and close doors several times a day.
6. Be able to drive standard transmission vehicles.
7. Vending at the wais, working on knees to clean under seats, lifting arms above head to wash buses.
8. Climb on bumpers and check oil levels.
9. Must be able to climb inside/outside of buses.
10. Ability to lift and carry 75 LBS.
11. Ability to climb a ladder and work while on the ladder.
12. Ability to handle flammable materials.
13. Ability to withstand frequent moderate noise level and occasional high noise levels.

E. Environmental Demands:

1. Drive in a variety of road conditions including dry, wet, icy, wind or snow.
2. Possess physical and mental capability to be out in any weather common to Wyoming.
3. Possible gas and diesel fumes
4. Cope with student noise combined with radio.
5. Physically work in wet, cool conditions.
6. Physically work in cold, windy conditions.

Carbon County School District One does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, religion, or belief in relations to admission, treatment of students, access to programs and activities, or terms and conditions of employment.