



RANDOLPH TOWNSHIP SCHOOLS JOB DESCRIPTION

TITLE: Bus Driver
REPORTS TO: Director of Transportation
QUALIFICATIONS:

1. A valid commercial driver's license with all appropriate endorsements and classifications and all other required licenses, permits and certificates.
2. Demonstrates good written and oral communication skills.
3. Meets or exceeds requirements established by the state mandated biannual physical examination.
4. Submits to substance abuse testing as required by the Board of Education.
5. Maintains a satisfactory driving records and criminal background check as required by contractual, local, state and federal requirements.
6. Demonstrates the ability to assist students in the evacuation of the bus in an emergency.
7. Demonstrates the ability to drive full size buses and vans, standard shift vehicles, lift equipment and securement devices.
8. Must be at least 21 years of age.
9. Must have prior school bus experience.
10. The ability to successfully complete a criminal history background check and provide proof of U.S. citizenship or legal resident alien status.
11. Current residency in New Jersey, approved residency waiver or agreement to obtain residency within one year of employment.

GENERAL DESCRIPTION:

The bus driver is directly responsible in the performance of the duties defined below in addition to performing other tasks as assigned by the Director of Transportation.

ESSENTIAL JOB FUNCTIONS:

1. Obeys all traffic laws.
2. Observes all mandatory safety regulations for school buses.
3. Maintains discipline when students are on bus.
4. Reports undisciplined students to the proper authority.
5. Keeps assigned bus clean.
6. Adheres to established routes, designated bus stops and keeps to assigned time schedule.
7. Completes a walk-through of the bus after each bus trip.
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 school trips.
12. Transports only authorized students.
13. Reports all accidents and pupil injuries and completes required reports.
14. Enforces regulations against smoking and eating on the bus.
15. Attends in-service training programs as required.
16. Completes all assigned forms and reports.
17. Performs such other tasks and assumes such other responsibilities as assigned by the administrator.

WORK YEAR: Twelve-month employee
DATE APPROVED: February 19, 2013
APPROVED BY: Board of Education