

FLAGLER COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

BUS DRIVER

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Possess a valid Florida CDL Class B license with "P" passenger, air brakes and "S" School bus endorsements.
- (3) Must be a five (5) year licensed driver with safe driving history.
- (4) Requirement to complete a basic course in CPR and First-Aid within the first year.
- (5) Satisfactory criminal background check and FMCSA/DOT drug screening.

NOTE: The applicant must satisfactorily complete a required driver training course and pass a performance test in the operation of a school bus. The applicant must also pass a required state dexterity test and DOT physical examination, and complete a basic course in CPR and first aid.

KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of traffic and highway safety rules and regulations and of the precautions necessary to avoid accidents. Ability to operate light and/or heavy duty school buses in a safe and economical way. Ability to understand and carry out both written and oral directions. Ability to exercise appropriate disciplinary techniques.

REPORTS TO:

Director of Transportation or designee

JOB GOAL

To safely and efficiently transport students to and from their school site and/or special events.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Comply with all state and local traffic laws and School Board policies and procedures relative to the safe operation of a school bus.
- * (2) Make daily pre-trip and post-trip inspections of the bus to ensure proper operating conditions, adherence to prescribed DOT standards and compliance with proper safety standards, and report any safety defect immediately to authorized service personnel before leaving on a route or trip.
- * (3) Assume responsibility for the safety of his/her passengers including loading and unloading.
- * (4) Instruct students in safety precautions and practices.
- * (5) Maintain appropriate student discipline and report unruly behavior to the School Principal.
- * (6) Sweep and keep the bus clean, both inside and outside, at all times.
- * (7) Prepare FEFP and other required operational reports accurately and submit in a timely manner.

Bus Driver (Continued)

- * (8) Make recommendations to improve school bus routes, stops and loading/unloading zones at schools.
- * (9) Use effective, positive interpersonal communication skills using thoughtfulness and good judgment.
- * (10) Maintain neat and orderly appearance, to include assigned uniforms and employee ID card to be worn at all times while on the job.
- * (11) Complete ESE Skills Assessment training prior to assignment and/or specific route. Ensure the safe loading and unloading of students to and from destinations, to include the operation of specialized equipment for attending to students with disabilities. (ie – wheelchair lifts and tie downs, toddler/infant seats and seat belts.
- * (12) Report to the head mechanic, or appropriate administrator, any defects in the bus or repairs needed for the safe operation of the bus.
- (13) Complete required in-service and training programs.
- (14) Assist in obtaining substitute drivers if required.
- (15) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and /or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 8

Salary Lane: Support NCZ