

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana

Job Description

TITLE: School Bus Owner/Operator (FLSA Status: Non-Exempt)

MINIMUM QUALIFICATIONS:

1. U. S. Citizen or authorized alien
2. High School Diploma or its equivalent
3. Minimum Age - 21 Years
4. Current Louisiana Commercial Driver's License, including air brakes and passenger cargo endorsement
5. Acceptable Driving Record (MVR)
6. Good Character
7. Successful Completion of 40 Hour Pre-Inservice Training including SBD, DDC, and First Aid Course
8. Successful Completion of Psycho-Physical examination
9. Ability to pass pre-employment substance abuse screening
10. Successfully pass post employment random alcohol and/or substance abuse testing
11. Successful completion of annual in-service and re-certification by the Louisiana Department of Education
12. CDL Physical examination required, including TB test

REPORTS TO: Director of Transportation or the Principal of Assigned School

JOB GOAL: To provide safe transportation, in a timely manner, to all eligible students from home, to school and back home.

JOB SUMMARY:

Basic requirements and performance responsibilities for all driving personnel (Regular, Substitute and Activity School Bus Drivers) have been established by the State Department of Education and the St. Tammany Parish School Board. In addition to initial requirements, it is mandatory that all driving personnel obtain re-certification annually. All policies, rules and regulations must be adhered to in order that students, may be transported to and from school safely.

ESSENTIAL JOB FUNCTIONS:

1. Reports regularly and punctually within the time frame established by the Transportation Department.
2. Safely transports his/her assigned students at each of his/her respective schools.
3. Notifies the Transportation Department and the principal or designated person of impending absences, tardiness, or mechanical failure and reason.
4. Secures substitute driver and/or rental bus when needed.
5. Ensures that other drivers in the event of breakdown cover route when rental bus is not available.
6. Reports rental of bus to Transportation Department for insurance purposes.
7. Completes accurately and timely all reports or other papers requested by the Transportation Department of School Board.
8. Conducts two pre-trip inspections daily, keeping trip sheet on bus ready for reference upon request.
9. Submits monthly pre-trip inspection sheets in a timely manner.
10. Accepts and runs additional routes as directed by the Transportation Department.
11. Maintains a mechanically safe, neat, and clean vehicle in accordance with federal, state and local regulations.
12. Accurately records and reports mileage whenever requested to do so or when there is a change in route.
13. Notifies parents of any schedule change, such as time and stop location.
14. Demonstrates a thorough knowledge of state and local traffic laws and local ordinances governing motor vehicle operations.
15. Notifies Transportation Department immediately of all accidents or incidents.
16. Attends and actively participates in all meetings or inservice training programs as per mandatory requirements.
17. Maintains an acceptable driving record in private vehicles as well as in the school bus.
18. Establishes proper techniques of passenger management and follows discipline procedures as established by the Louisiana Department of Education (See School Board Behavior Report).
19. Maintains good public relations with students, parents, and school administrators.
20. Conforms to Louisiana law concerning the safety and welfare of assigned pupils.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Performs all other duties commensurate with the fulfillment of responsibilities of a school bus driver as assigned by the St. Tammany Parish School Board and the Director of Transportation.

PHYSICAL DEMANDS:

1. Must be in good health.
2. Must have physical strength adequate to maneuver the bus and assist passengers.
3. Job requires long periods of sitting in the same position.

MENTAL ABILITIES:

1. Must be mentally alert at all times while operating the bus.
2. Total concentration required while driving, loading, and unloading students.

ENVIRONMENTAL CONCERNS:

Must be able to perform job responsibilities in both good and inclement weather conditions.

TERMS OF EMPLOYMENT: Nine (9) months per year, salary in accordance with current salary schedule.

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by: _____ **Date:** _____

Reviewed and Agreed to by: _____ **Date:** _____
(Incumbent)

Incumbent's Name (Please Print)

Employee Identification Number

Original- Human Resources Department

Copy - School

Copy - Employee

(Rev. 2/2015)