

**Job Title:** Mini Bus Driver  
**Classification:** Transportation  
**Reports To:** Transportation Manager  
**FLSA Status:** Nonexempt  
**Prepared By:** Human Resources  
**Prepared Date:** March 15, 2000  
**Approved By:** March 15, 2000  
**Approved Date:** May 8, 2000  
**OSEA Approved Date:** May 8, 2000

## **SUMMARY**

To transport students in a safe, secure manner and in a respectful and nurturing environment.

## **ESSENTIAL FUNCTIONS**

The *essential functions* of the positions in Transportation Classification are listed below. They include the requisite skill, experience and education for the assignments in this classification. To hold a job within this classification the qualifications of the essential functions of the job are required with or without reasonable accommodations.

*Must possess the mental skills and abilities to:*

- Learn and practice the laws, regulations, proper driving procedures as contained in the Oregon Motor Vehicles Division Driver's Manual and CDL Manual and the Oregon Department of Education/Pupil Transportation Manual, and the District Transportation Manual
- Maintain a driving record that conforms to the requirements of the State Department of Education
- Learn and implement quickly new laws governing traffic safety, passenger loading and student discipline
- Understand and follow emergency procedures in a crisis situation to ensure the safety of the students (i.e. accidents, road rage, bus breakdowns, earthquakes, assaults)
- Drive during inclement weather
- Maintain discipline of high needs students during the pick up, transportation and delivery of students
- Maintain confidentiality of any information which may include but not be limited to students behavior, health, special needs, program, changes, staff members
- Keep timely, legible records and reports
- Follow oral and written directions
- Maintain time schedules
- Remain flexible when schedules, traffic, and emergency needs interrupt the regular flow of work
- Develop and maintain effective working relationships with supervisors, dispatch, staff, students, parents and community
- Associate with physically and emotionally handicapped students in the prescribed appropriate manner
- Be available to attend State, and District sponsored training
- Inspect buses daily, reporting problems
- Anticipate problems with routes, traffic, and/or students and bring to supervisor's immediate attention

*Mental/physical*

No mental, nervous, organic, or functional disease, likely to interfere with safe driving or other responsibilities of a school bus driver.

No impairments of use of foot, leg, fingers, hand or arm or other structural defect or limitation likely to interfere with safe driving or other responsibilities of a school bus driver. (Drivers may be required to demonstrate ability to: open and close a manually operated bus entrance door control with a force of at least 30 pounds; climb and descent steps with a maximum step height of 17 1/2 inches; operate two hand and two foot controls simultaneously and quickly; have a reaction time of 3/4 of a second or less from the throttle to the brake control; carry or drag a 125 pound person 30 feet in 30 seconds or less; depress a brake pedal with the foot to a pressure of at least 90 pounds; depresses a clutch pedal with the foot to a pressure of at least 40 pounds unless operating an automatic transmission; exit from an emergency door opening of 24 x 48 inches at least 42 inches from the ground in ten seconds or less. If there is reasonable doubt that the applicant perform any of the above, contact the Oregon Department of Education for further instructions.)

*Eyesight*

Visual acuity of at least 20/40 (Snellen) in each eye either with or without corrective lenses and a binocular acuity of at least 20/40 (Snellen) in both eyes either with or without corrective lenses. Form field of vision shall not be less than a total of 140 degrees and the ability to distinguish colors-red, green, and yellow.

Drivers requiring corrective lenses shall wear properly prescribed lenses at all times while driving.

*Hearing*

Hearing shall not be less than 7/15 in at least one ear. If audio metric device is used, applicant shall not have an average loss in the better ear greater than 40 decibels at 500 Hz, 1000 Hz and 2000 Hz with or without a hearing aid when audio metric device is calibrated to American National Standard Z24.5-1951. Drivers requiring a hearing aid shall wear such properly operating aid at all times while driving.

*Liquor, narcotics and drugs*

Shall not use intoxicants to excess or be addicted to narcotics or habit-forming drugs.

### *Diabetes*

The driver is not qualified to operate a school bus if insulin is necessary to control a diabetic condition or if the driver has a diabetic condition with a fasting plasma glucose of more than 200 mg./dl.

### *Hypertension*

If the driver has sever hypertension (grade 3 retinopaty), the driver is not qualified to operate a school bus.

### *Epilepsy*

The drivers not qualified to operate a school bus if he/she has an established medical history or clinical diagnosis of epilepsy or any other condition likely to cause loss of consciousness or any loss of ability to control a motor vehicle. This section is included to comply with Title 49 CFR 391.41(b)(8).

## **SUPERVISORY RESPONSIBILITIES**

Supervision of staff is not a normal responsibility of this position.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION and/or EXPERIENCE**

- Completion of High School (Diploma) or GED equivalent
- Experience driving a school bus preferred
- Experience with special needs students preferred
- A driving record that conforms to the requirements of the State Department of Education for issuance of a school bus driver's license
- Knowledge of laws, regulations, proper driving procedures as contained in the Oregon Motor Vehicles Division Driver's manual and CDL
- Knowledge of safe and lawful operation of mini-bus in inclement weather, heavy traffic, and in situations requiring precise maneuvering

## **LANGUAGE SKILLS**

-English language skills to ask for clarification, interpretation when unsure of assignment. -Employees with English as a 2nd language may be required to attend sponsored English classes.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Possession of a valid Oregon driver's license
- Commercial Driver's License (CDL)
- School Bus Driver's Certificate

## **WORK ENVIRONMENT**

The work environment is that of a mini-bus or van driver. The environment can include, but not limited to, being out in inclement weather when picking up, delivering, and fueling. Driving conditions include extreme cold and heat.

## **TERMS OF EMPLOYMENT**

This is a ten month assignment on the **I** range of the Classified Salary Schedule. The assignment of the step will be in compliance with the current Collective Bargaining Agreement.

## **EVALUATION**

Performance of this job will be evaluated in accordance with the provisions in the Collective Bargaining Agreement between Tigard-Tualatin School District 23J and Oregon School Employees Association Chapter 51.

*This job description is not intended to be and should not be construed as an all inclusive list of all the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position's activities and requirements, the administration reserves the right to modify, add or remove duties and assign duties as necessary that still reflect the essential functions of the department.*