

Union County Educational Services Commission
Job Description

Job Title: Head School Bus Driver
Reports To: Transportation Coordinator
Terms of Employment: Full-Time, 12-Months

Scope of Position:

The Head School Bus Driver is responsible for performing a range of duties to assist the Transportation Coordinator in the safe and efficient operation of a high-volume and fast-paced pupil transportation department. The Head School Bus Driver is additionally responsible for transporting public school students on bus routes as assigned.

Qualifications:

1. Earned High School Diploma.
2. Hold and maintain a NJDMV Commercial Driver's License (Minimum Class B) with Passenger ("P") and School Bus ("S") endorsements.
3. Minimum of three-years of previous safe driving history.
4. General knowledge of state rules and regulations regarding pupil transportation.
5. Highly effective interpersonal skills needed to relate well with administration, teachers, support staff, students, vendors and members of the local community.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.

Responsibilities:

1. Perform all duties and responsibilities outlined in the School Bus Driver job description approved by the UCESC Board of Directors.
2. Ability to operate all vehicles and specialized equipment used in transporting pupils in the district.
3. Monitor and maintain a maintenance schedule on all district school vehicles and ensure that Quarterly and State Inspections are performed in a timely manner consistent with state requirements.
4. Schedule a minimum tri-annual exterior washing of all school vehicles; more often if needed due to adverse weather conditions.
5. Travel to district schools to start all school vehicles over any extended break where the vehicle(s) will be sitting unused for more than 2 calendar days during any period from December through March and for more than 7 calendar days during any period from April through November.

6. Assist Transportation Coordinator in assigning substitute coverage due to driver / bus aide absence. Receive calls from drivers / bus aides reporting absences and monitor designated voicemail box for calls reporting absences.
7. Instruct all new drivers in the operation of district school vehicles and the proper use of specialized equipment.
8. Assist at roadside emergencies involving district school vehicles during regular working hours. Respond to roadside emergencies involving district school vehicles after regular working hours when available.
9. Remain in Transportation Department office until all school vehicles return to district during inclement weather or other unanticipated emergencies.
10. Coordinate driver assignments and vehicle assignments for field trips and daily activities/programs and act as liaison with building principals and/or staff regarding scheduling of same.
11. Assist in the implementation of inclement weather procedures by moving district school vehicles to designated locations and coordinating snow removal with custodial staff members.
12. Perform monthly inspection of all district school vehicles to ensure the following safety items are in proper working order:
 - a. seat belts
 - b. car seats
 - c. Fire Extinguisher
 - d. wheelchair straps
 - e. wheelchair lift
13. Perform ongoing inspection of all district school vehicles to check for the presence of interior or exterior vandalism damage, interior cleanliness, and the presence, in an obvious and easily accessible compartment, of the insurance card and vehicle registration.
14. Maintain a written log of all vehicle inspections and immediately report safety concerns and/or irregularities to the Transportation Coordinator.
15. Assist the Transportation Coordinator in preparation of specifications for vehicle purchase.
16. Collect and maintain accurate record-keeping of pre and post-trip documentation submitted by School Bus Drivers.
17. Assist the Transportation Coordinator in the evaluation of School Bus Drivers and Bus Aides by conducting "ride along" observations and contributing to follow-up written reports.
18. Collaborate with Transportation Department office staff for purposes of completing special projects.
19. Remain abreast of updates to rules and regulations of pupil transportation by attending trainings and reviewing professional literature as directed by the Transportation Coordinator.
20. Perform other duties within the scope of the position as assigned by the Transportation Coordinator, School Business Administrator and/or the Superintendent of Schools.

Physical and Environmental Demands:

The following demands are representative of those that must be met by an employee to successfully perform the essential functions of this position and are not intended to be all-inclusive:

1. Ability to spend most of the day sitting, standing, walking, moving, reaching, and lifting.
2. Demonstrate sufficient physical strength and dexterity to operate school vehicles, safety equipment, basic hand tools and cleaning equipment.
3. The employee must regularly lift, push and/or pull objects up to 40 pounds regularly using appropriate safety techniques.
4. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
5. The employee periodically works in outside weather conditions. The employee may also occasionally be exposed to wet or humid conditions, airborne particles, cleaning agents, hazardous chemicals and fumes, blood and other potentially infectious bodily fluids.

Board Approved: