

**CUMBERLAND REGIONAL SCHOOL DISTRICT  
SEABROOK, NEW JERSEY 08302**

**JOB DESCRIPTION**

**TITLE:** BUS DRIVER

**QUALIFICATIONS:**

1. Valid Commercial Driver's License with proper endorsements
2. Minimum safe driving experience as determined by the board
3. Sufficient mechanical aptitude to diagnose minor problems and make appropriate repairs
4. Ability to maintain passenger discipline to ensure their safety and well-being and protect against vandalism
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO:** Business Administrator/Transportation Supervisor

**JOB GOAL:** To transport pupils in a safe and efficient manner and perform all activities related to the operation of the school bus.

**PERFORMANCE RESPONSIBILITIES:**

1. Conducts a pre-trip safety inspection of the bus prior to every trip and completes the School Bus Condition Report.
2. Notifies business administrator or transportation supervisor of any mechanical malfunctions and/or safety hazards.
3. Adheres to established routes, designated bus stops and keeps to assigned time schedule.
4. Transports only authorized pupils and ensures that all students have left the bus at the end of the route.
5. Obeys all traffic laws and observes mandatory school bus safety regulations.
6. Reports all accidents and pupil injuries immediately to the principal and the school business administrator and completes required reports.
7. Participates in emergency evacuation drills in accordance with administrative code and board policy, and instructs passengers regarding safety regulations and other bus rules.
8. Performs interior bus cleaning duties daily, cleans windows and exterior as needed, and refuels the vehicle.

9. Performs light maintenance (check and replace water, antifreeze, oil and battery water; add air to tires) as necessary.

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the board of education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of noncertified staff.

APPROVED BY: CRBOE DATE: October 11, 2007

Legal References:

<u>N.J.S.A. 2C:12-1</u>	Assault
<u>N.J.S.A. 18A:6-7.1</u>	Criminal history
<u>N.J.S.A. 18A:7-7.1c</u>	Employment of applicant on emergent basis, conditions
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:25-2</u>	Authority over pupils
<u>N.J.S.A. 18A:39-17</u>	Names, certain information relative to bus drivers to be filed by secretary of board of education
<u>N.J.S.A. 18A:39-18</u>	Information on bus drivers furnished by contactor
<u>N.J.S.A. 18A:39-19.1</u>	Bus driver required to submit certain information to commissioner; notice of pending charges
<u>N.J.S.A. 18A:39-20</u>	Approval
<u>N.J.S.A. 18A:39-27</u>	Bus driver required to be on bus when pupil present; exception
<u>N.J.S.A. 39:3B-25</u>	Use of cell phone prohibited while driving school bus, exception; fines
<u>N.J.S.A. 39:5D-1</u>	Commercial driver license
<u>N.J.A.C. 6:3-4A.4</u>	Requirements of physical examinations
<u>N.J.A.C. 6A:27</u>	Student transportation
<u>See particularly:</u>	
<u>N.J.A.C. 6A:27-11</u>	Safety
<u>N.J.A.C. 6A:27-12.1</u>	Drivers and aides

Immigration and Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Transportation Employee Testing Act of 1991 School bus drivers, 49 CFR 382.103

Employee Education/Supervisor training, 49 CFR 382.1202, 1203

R.S. 39:3-10.1, Commercial Motor Vehicle Act of 1986