



DERRY TOWNSHIP SCHOOL DISTRICT

POSITION GUIDE

Position Title: Bus Driver

Department: Transportation

Group: HESPA

Reports to: Director of Transportation

Date: May 31, 2018

ESSENTIAL FUNCTIONS:

All job functions are to be executed through the lens of high quality customer service. Customers are defined as both internal and external clients. Examples demonstrative of high quality service may include, but are not limited to, the following:

- *prompt responsiveness to inquiries*
 - *professional and courteous verbal and nonverbal communication*
 - *proactive problem solving*
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- Conduct a daily pre-trip safety inspection of the vehicle prior to transporting children according to state mandated guidelines.
 - Attends work regularly and is punctual.
 - Report operating and equipment deficiencies.
 - Maintain safety equipment and report unsafe bus conditions.
 - Adhere to the preventive maintenance schedule.
 - Complete required forms and reports in an accurate and timely manner.
 - Obey all traffic laws and observe mandatory safety regulations for school bus operations; adhere and comply with safety rules, motoring regulations and laws.
 - Maintain assigned schedule and discharges students only at authorized stops.
 - Transport only authorized students.
 - Load bus according to established procedures.
 - Assign seats to all students; follow designated route schedule.
 - Ensure that all pupils are accounted for and all runs are covered.
 - Transport students on field trips and outings, athletic events, and other extracurricular events, often in the evening and at night as assigned.
 - Ensure passenger safety; maintains discipline on bus.
 - Conduct periodic emergency bus evacuation drills.
 - Notify proper authorities in case of bus breakdown or deviation in schedule.
 - Report all accidents immediately, requesting police or ambulance service as needed; complete required accident reports.
 - Wash bus; clean bus inside and out; fuel bus as required.
 - Make bus available for periodic maintenance.
 - Attend all scheduled meetings.
 - Perform other duties assigned by Director of Transportation.

KNOWLEDGE & SKILL REQUIREMENTS:

Education: High School Diploma or GED.

Certification: Must have a valid Pennsylvania operator's license.
Must have a valid Pennsylvania school bus operator's license.
Must have a valid Pennsylvania school bus operator's physical physician's certificate.
Must have a valid Pennsylvania school bus operator's Certificate of Completion.
Must be at least eighteen (18) years of age.
Must have a motor vehicle record.
Must have a valid CDL Class A or B license.
Must have the following endorsements: school bus, passenger, and air brake.

Experience: Possess a knowledge of the procedures and federal/state laws governing the safe operation of a school bus. General knowledge of the problems involved in operating a school bus; general knowledge of the geography of the District and the location of streets; skill in the safe operation of a school bus; ability to operate the vehicle safely over an assigned route according to a definite time schedule which may require driving during pre-daylight and dusk periods; ability to detect malfunctioning equipment; ability to assist children using patience and understanding; ability to establish and maintain effective working relationships with school officials, parents, associates and students.

Skills: Effective oral and written communication skills, and effective use of cleaning equipment required

SUPERVISION OF PERSONNEL:

None

PHYSICAL/MENTAL/ENVIRONMENT

Physical Demands:

Activities: Sit: 95%
Walk/stand: 5%
Climbing, bending, squatting, and twisting - Sometimes
Repetitive movements of both hands
Grasping, reaching, handling, gripping
Pushing and pulling up to 80 lbs.

Lifting: Up to 80 lbs.

Vision: Close concentration

Mental Demands: Interpret, analyze, organize, prioritize, evaluate, and problem solve

Environment: Normal school bus environments. Local or statewide travel required.

I have reviewed the essential functions; knowledge and skill requirements; and physical/mental environmental demands of this position. By my signature below, I am verifying that I am able to fulfill all essential functions, requirements and demands of the position as stated with or without reasonable accommodations.

Print Name

Signature

Date