

Lauderdale County Schools
Florence, AL

Job Description

Position: Bus Driver

Department: Business Operations

Reports To: Principal and Director of Transportation

FLSA Status: Non-Exempt

Contract Days: 184 days

Salary: Based on the System Salary Schedule

Qualifications:

1. Minimum: High school diploma or equivalent.
2. Valid Alabama (Class B or above) Commercial Driver's License (CDL) with a passenger and school bus endorsement.

Purpose of Job

To safely transport children to and from school and other school related activities. Manage and discipline students, maintain a safe and clean bus, monitor vehicle performance and report mechanical issues as needed.

Essential Duties and Responsibilities:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Observe all traffic laws, safety regulations, policies, and procedures regarding school buses in accordance with Federal, State, and local government agencies, and the policies of the Lauderdale County Board of Education.
- Performs daily Bus inspection according to state standards routes to ensure that school bus is safe to transport students.
- Checks all communication equipment to ensure operating properly
- Safely transport children to and from according to assigned bus route.
- Maintains discipline and safe standards on school bus; instructs children on regulations such as remaining seated at all times, no hanging out of window, etc.; prepares discipline reports as needed.
- Directs and instructs students on proper boarding and unloading procedures.
- Keep bus properly fueled.
- Prepare maintenance request ticket for repair as needed.
- Periodically update bus stop roster and student information sheet.
- Attend mandatory State Certification training annually for school bus drivers.
- Must teach/instruct passengers on emergency evacuation plan as outlined in emergency evacuation procedure outline.
- Must prepare and maintain an up to date seating chart for schools you serve and transportation department.

- Must prepare and maintain emergency data card on all students assigned to bus in case of an emergency and for student accountability.
- Responsible for turning in all required paperwork (Daily Bus Inspection form, and all documents associated with the bus route) at the deadlines established by the Director of Transportation.
- Must be able to effectively communicate in a professional manner.
- Must prepare student injury report for on-board injuries.
- Must prepare statement for insurance company when involved in a motor vehicle accident with your school bus.
- Immediately notify your supervisor if you become insulin dependent or license are revoked or suspended.
- Must have in possession when operating a school bus: Proper license, DOT Certificate, vehicle registration, Daily Bus inspection sheet, and vehicle insurance information.
- Successfully pass the DOT Medical Exam Report or the Alabama School Bus Driver Examination Report once every two years.
- Must recertify CDL license every year.
- Performs such other tasks and assumes such other responsibilities as the Principal and /or Director of Transportation may assign.

Additional Job Functions

Perform other duties as assigned.

Evaluation

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

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms. The employee is frequently required to stand, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception, and ability to adjust focus.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) at any time.

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

*Employee Signature: _____ Date: _____

Employee Printed Name: _____

All employees hired on or after July 1, 2018 will be required to sign his/her job description that will be filed in his/her personnel record.

Approved May 30, 2018 Board Meeting (#18)