

**ST. MARY PARISH PUBLIC SCHOOLS
BUS DRIVER JOB DESCRIPTION**

POSITION: Bus Driver

REPORTS TO: Supervisor of Transportation

TERMS OF EMPLOYMENT: Following the probationary period as set forth in policy GBG, terms of employment are 180 days.

SALARY RANGE: Salary in accordance with the approved St. Mary Parish Salary Schedule.

OBJECT/FUNCTION: 116/2721 or 116/2731

CLASSIFICATION UNDER FAIR LABOR STANDARDS ACTS (FLSA): Non-Exempt

QUALIFICATIONS: Louisiana commercial operator's license (CDL), which includes a Passenger (P) and School Bus (S) endorsement; pass annual physical and eye examination that is performed by an approved examiner and that meets current CDL requirements;

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the St. Mary Parish Board Policy GBI-Evaluation.

PERFORMANCE RESPONSIBILITIES:

1. Safely transport assigned students to the proper school and home again.
2. Notify the Transportation Office immediately of impending absence, tardiness, or mechanical failure.
3. Notify the Transportation Office when absent whether sick, personal leave, or personal business leave, and secure a substitute bus operator from the approved active substitute list. Provide substitute information to the Transportation Office.
4. Establish proper techniques and follow discipline procedures as established by the State Department of Education and the St. Mary Parish School Board.
5. Complete accurately and timely all reports and records as directed, and as may be required after an accident, for absences, or for any special purposes.
6. Accept and run additional routes as directed by the school administration and/or the Transportation Department.
7. Maintain good public relations with students, parents, and school administrators. The operator is directed to avoid parent conferences or confrontations while on the route. An alternative is to arrange for a later meeting or phone call.
8. Maintain a neat and clean vehicle, mechanically safe, in compliance with federal, state, and local regulations.
9. Accurately record and report appropriate mileage for each and all designated routes.
10. Conform to Louisiana Law concerning the safety and welfare of assigned pupils.
11. Demonstrate a thorough knowledge of and conformity with state and local traffic laws and local governing motor vehicle operations.
12. Establish safe bus stop locations.
13. Notify parents of bus schedules, (time and location) when changes occur on your route.
14. Attend and actively participate in all conferences, meetings, and/or in-service programs.
15. Keep his/her contracted vehicle inspected and maintained in accordance with local, state, and federal regulations.
16. Notify the Transportation Department immediately of all accidents or serious incidents. This also includes accidents or incidents in the bus operator's private personal vehicles.
17. Maintain an acceptable driving record in personal vehicles and school buses.
18. Check bus for students accidentally left on board the bus at the conclusion of all routes.
19. Submit to Drug and Alcohol Testing as required by Board Policy and Federal Law.
20. Demonstrated aptitude or competence for assigned responsibilities.
21. Complete all mandated trainings.
22. To exhibit a working knowledge of the St. Mary Parish Policies and Procedures Handbook.

23. To perform and other duties as may properly come within the scope of said position or may be assigned by the supervisor or superintendent.

PROFESSIONAL RESPONSIBILITIES:

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep direct supervisor informed of the progress being made in area(s) of responsibility.
8. Report to the St. Mary Parish School Board as needed or directed.
9. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
10. Complete and submit all forms, reports, documentation, and trainings by required dates and in accordance with district policies and procedures.
11. Remain open to suggestions and innovative ideas; receive and apply feedback.
12. Demonstrate competence in areas of responsibility.
13. Exert every effort to constructively involve stakeholders in all professional settings.
14. Communicate appropriately and work effectively with all populations.
15. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
16. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
17. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

PHYSICAL DEMANDS: The employee must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill, and/or ability essential to job performance. While performing duties, the employee is frequently required to stand, walk, speak, hear, and sometimes sit. Occasionally, the teacher will bend or twist at the neck more than the average person. The employee may occasionally push or lift up to 50 lbs., such as boxes of materials and technology carts. The employee is frequently exposed to a work environment noise level, which is moderate to loud. The employee must have sufficient visual acuity to be able to work with computer monitor, print texts, and handwritten documents. The employee must possess basic language and communication skills to read, write, discuss, and present information to others in a clear, concise manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.).

This job description is designed to provide a general overview of the requirements of the job and is not designed to cover or contain a comprehensive listing of all functions, duties, or responsibilities that are required of this position. Functions, duties, or responsibilities may change, or new ones may be assigned at any time with or without notice. The St. Mary Parish School Board reserves the right to revise the job description at any time.

I, _____, have read and received a copy of this job description and understand that a copy of this signed job description will become part of my personnel file. I fully understand the requirements, duties, and responsibilities of the position. I can perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of the district and, if so, I will be required to perform such duties and responsibilities. If I have any questions about job duties, I should discuss them with my immediate supervisor or a member of the Human Resources Department.

SIGNATURE _____ **DATE** _____