



South Lane School District

Job Description

Job Title: Bus Driver and Substitute Bus Driver
Assignment: All District Sites
Reports To: Transportation Supervisor
Evaluated By: Transportation Supervisor

JOB SUMMARY

The Bus Driver works under limited supervision to ensure safe and comfortable transportation for District students. The Bus Driver is responsible for transporting students to and from school and to and from school based activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.

1. Follows and maintains knowledge of all applicable District policy (ies) and procedures.
 2. Operates school bus in accordance with state laws, Oregon Department of Education and District policies.
 3. Keeps accurate records of daily mileage, student count, pre-trip and post-trip inspections.
 4. Operates all doors, emergency exits and wheelchair lifts.
 5. Maintains a safe and clean bus and work area as well as a high standard of personal cleanliness and grooming.
 6. Assist students with seat belts, infant and toddler seats, harnesses and other safety restraints.
 7. Oversees all aspects of student conduct, boarding and safety.
 8. Interacts thoughtfully and courteously with students, staff and parents and resolves conflict in a professional manner. Ability to use two-way radio.
 9. Maintain physical condition required to qualify for a school bus driver's certificates at all times when operating a school bus.
 10. Maintains appropriate certifications and training hours as required.
 11. Attends work regularly and is punctual.
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MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.

1. Participates in staff meetings and professional development activities as directed.
 2. Maintains all records required in a neat and accurate manner.
 3. Help maintain cleanliness of staff room and restroom.
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SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. **Education and/or Experience:** High school diploma or General Education Diploma (GED). Maintain continuing education requirements as required by the Oregon Department of Education. Has a good driving record as assessed by the Transportation Supervisor.
2. **Certificates, Licenses, Registrations:** Certificates as determined by the District including a criminal justice fingerprint background check, current, valid Oregon Driver license and ability to obtain a CDL Class B operator license with Passenger, Air Brake and School endorsements. Must also have or demonstrate the ability to obtain an Oregon School Bus Driver Certificate and a First Aid card.
3. **Interpersonal Skills:** Works well with others from diverse backgrounds. Ability to interact with students and staff appropriately. Creates a warm and welcoming atmosphere for students and staff.
4. **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to read and interpret documents such as safety rules and operating instructions and procedure manuals.
5. **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute daily and monthly mileage and student record sheets.
6. **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several variables in a variety of situations.
7. **Computer Skills:** General knowledge of computer usage and ability to use e-mail.
8. **Other Skills and Abilities:** Monitors student behavior. Enforces District regulations. Maintains high standards and enforces student conduct code. Duties may require work hours outside a “typical” shift. (early morning/late afternoons) Split shifts are typical.

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, see and hear. The employee is frequently required to walk; stand; sit and use hand and feet to operate a school bus. The employee is occasionally required to lift, carry and move work related supplies and equipment or students in the event of an emergency bus evacuation. The employee must be physically able to perform all duties related to processing a Commercial Driver License.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate and may be affected by unpredictable, disruptive and/or unruly student behavior. Engine noise will vary from bus to bus. The employee may occasionally be required to wear protective clothing (typically gloves) and use safety equipment. Employees may be exposed to blood-borne pathogens, body fluids, communicable diseases, adverse weather conditions and temperature extremes. Employees have the potential to be exposed to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises and odors. Duties may require work hours outside a “typical” shift. (early morning/late afternoons) Split shifts are typical. Duties include working under time constraints to meet deadlines.

OTHER

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 as it deems advisable, pursuant to Collective Bargaining Agreement.

Prepared By: CLASS Committee

Prepared Date: March 2014

Reviewed/Adopted By: SLSD School Board

Review Date: June 2014

I have read and understand this job description.

Signature:

Date:
