

SCHOOL DISTRICT OF BRADFORD COUNTY
JOB DESCRIPTION
BUS DRIVER

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Valid CDL Class B license with passenger and air brakes endorsements; no traffic violations within the past three years.

NOTE: The applicant must satisfactorily complete a required driver training course and pass a performance test in the operation of a school bus. The applicant must also pass a required state physical examination, and complete a basic course in first aid.

KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of traffic and highway safety rules and regulations and of the precautions necessary to avoid accidents. Ability to operate light and/or heavy-duty school buses in a safe and economical way. Ability to understand and carry out instructions. Ability to exercise appropriate disciplinary techniques.

REPORTS TO:

Director, Transportation and Risk Management

JOB GOAL:

To safely and efficiently transport students to and from their school site and /or special events.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. *Comply with all state and local traffic laws and School Board policies and procedures relative to the safe operation of a school bus.*
2. *Inspect the bus to ensure the bus is in safe operating condition before leaving on a route or tip.*
3. *Assume responsibility for the safety of his/her passengers including loading and unloading.*
4. *Instruct students in safety precautions and practices.*
5. *Maintain appropriate student discipline and report unruly behavior to the School Principal.*
6. *Sweep and keep the bus clean, both inside and outside, at all times.*
7. *Prepare FEP reports accurately and submit in a timely manner; maintain other operational reports as required.*
8. *Satisfactorily complete required training and updates.*
9. *Adhere to established schedules.*
10. *Report any persistent unsafe driving conditions to supervisor.*
11. *Make recommendations to improve school bus routes, stops and loading/unloading zones at schools.*

BUS DRIVER (continued)

12. *Use effective, positive interpersonal communication skills.*

13. Perform other incidental tasks consistent with the goals and objectives of this position.

**Essential Performance Responsibilities are italicized*

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the Districts approved compensation plan.

Length of the work year and hours of employment shall be those established by the District

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement Code 9

Job Salary pay Lane 5

*MCS