

SCHOOL DISTRICT OF BRADFORD COUNTY
JOB DESCRIPTION
SHUTTLE 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.
3. Three years of local satisfactory evaluations as a route bus driver.

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. 90-day probationary period.

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:

Supervisor of Transportation or designee

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. *Perform AM/PM pre-trip inspections.*
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's administrator.*
6. *Sweep and keep the bus clean, both inside and outside, at all times.*
7. *Prepare FEEP 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 and enforce all posted regulations and rules.*

SHUTTLE BUS DRIVER (Continued)

- 10. Report any persistent unsafe driving conditions to supervisor.*
- 11. Report to the Transportation Supervisor or designee all accidents.
- 12. Must drive a designated route in the AM/PM.
- 13. Use effective, positive interpersonal communication skills.
- 14. Must be at the bus garage compound during the day to drive students from center to center within the shuttle time schedule.
- 15. Preview bus videos when directed by the Supervisor or designee.
- 16. Perform other incidental tasks consistent with the goals and objectives of this position.

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 District's 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.

*Essential Performance Responsibilities are italicized

Job Description Supplement Code 9

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