

JEFFERSON COUNTY BOARD OF EDUCATION

Position Description

POSITION TITLE: Bus Driver

OFFICE/DIVISION: Jefferson County Board of Education

WORK LOCATION: Assigned to various schools

REPORTS TO (TITLE): Principal/Assistant Superintendent for Support Services

QUALIFICATIONS: Possess a CDL with a passenger endorsement and meet other requirements as set by the Georgia Department of Education and the Jefferson County Board of Education.

DATE PREPARED: 02/2006; 02/2007

APPROVED BY: Assistant Superintendent

ANALYST:

FOR HR USE ONLY

Salary Grade:

Classification:

NON EXEMPT

QUALIFICATIONS:

The minimum age to qualify as a school bus driver is eighteen (18) years of age.

Possess or be able to obtain a valid Commercial Driver's License in either Class A, B, or C depending on the type vehicle to be driven with the proper P and S endorsement, or a valid Class P (Instructional) license. The Class P necessitates that a driver licensed for that type vehicle accompany the person with the instructional permit.

Must pass a physical examination by a licensed Doctor of Medicine or Doctor of Osteopathy within 60 days prior to the date of employment in accordance with the approved examination (DE Form 0514) prescribed by the State Board of Education.

Good moral character.

Minimum of two years driving experience (does not have to be a school bus).

No addiction to the use of intoxicating liquor or narcotic drugs. Successfully complete a pre-employment drug test.

Mental and emotional stability, which ensures the normal driving competency and efficiency.

Appearance and personality.

POSITION SUMMARY

The primary duty of this position is to transport students and other authorized persons "to and from" school or on extracurricular trips as authorized by the local school system. Drivers operate school buses under all types of weather conditions including, but not limited to sun, fog, rain, sleet, hail, snow, and ice.

The person in this position is responsible for keeping his/her bus clean and operationally maintained, is familiar with and follows Department of Transportation and Board of Education policies, and practices safety in order to insure the physical well-being of students at all times. The bus driver must conduct thorough pre-trip and post-trip inspections of the school bus and its special equipment.

The bus driver will be responsible for the seating arrangement on his/her bus, see that all students eligible for bus transportation are allowed to ride the bus, and maintain orderly conduct of student passengers at all times. The person in this position will possess a pleasing demeanor, be mature and non-argumentative to gain the respect of students.

Effective communication skills are required for reporting unsafe acts or conditions on the bus as well as hazards along the existing route to the appropriate school system personnel. The bus driver must be able to complete legibly and accurately required reports in a timely manner.

The bus driver shall attend annual training programs and is required to maintain a commercial driver's license with passenger endorsement. This person keeps the Principal and Assistant Superintendent fully informed of the developments in the area of responsibility and performs other tasks and assumes other responsibilities as the Superintendent may assign from time to time.