Job Description
MOORE PUBLIC SCHOOLS

Job Title: **School Bus Driver**

Qualifications:

Credentials: "B" C.D.L. with passenger endorsements and bus driver certificate. Meet and maintain State of Oklahoma School Bus Certificate and C.D.L. regulations and requirements

Education: High school, GED or equivalent experience is required in lieu of high school degree.

Training or Experience Required: Experience with children preferred. Must be able to obtain CDL, certificate and have at least 60 minutes of training on the effects and consequences of prohibited drug use. Must be at least 18 years old to apply**.**

Special Skills, Knowledge, Abilities:
Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms.

Data Recording/Record Keeping: Performs simple data recording/record keeping operations requiring logging, filing or posting single entry items.

Reading and Interpreting: Reads and interprets routine written or printed materials such as safety policies, diagrams, maps, schedules or instruction material.

Must have an acceptable motor vehicle driving record and pass any tests that are job related and required by the District. Must be familiar with safety regulations.

Site: **District Parking Lot**

Reports To: **Director of Transportation**

Job Goal (Purpose of Position): Under general supervision of the Director of Transportation, the incumbent of this position performs semi-skilled to skilled level bus driving and simple bus maintenance duties while driving a bus enroute to and from school and to the various routes assigned. Transports students, sponsors, staff and ensures their safety and well being while on or near the bus. Ensures that safety precautions are followed.

Contact with Others: An incumbent in this position has regular contact with other children, teachers/staff/sponsors, and parents/guardians of bus riders. Job requires interpreting and translating facts and information, explaining and advising passengers of

the rules and potential outcomes. If a passenger becomes excessively rude or uncontrollable, the incumbent must take control of the situation or telephone the office.

Other Performance Measures:
Successful performance of the job requires people skills to deal with difficult situations, control unruly and often difficult passengers effectively while operating the bus and to resolve problems with parents. It requires following safety guidelines and policies in order that passengers are transported to their destinations safely and that no harm comes to private/public property or equipment. It requires following school dress standards, being on time and being dependable, and handling other district requirements. Effective problem solving are important to prevent problems from occurring and to resolve them after they occur. Incumbents must like working with children.

Essential Job Functions:

1. Drives bus to and from school and other locations, following predetermined routes and time schedule. May be required to alter routes to compensate for emergency weather/road conditions. Only allows authorized riders on bus and picks up and discharges riders at authorized stops.

2. Maintains proper discipline on the bus and ensures that bus rules are followed to maintain safety of driver and passengers. Reports incidents of rule violations to building principals or proper authority in order to correct the problem. May be required to talk with parents.

3. Maintains cleanliness of bus and encourages students to follow bus rules relative to food, litter, etc.

4. Completes bus inspection report before each operation. Inspects bus fluid weekly. Keeps at least one half tank of fuel in bus at all times. Notifies supervisor of routine preventive servicing (gas, oil, anti-freeze, or lube).

5. Immediately reports any equipment or other mechanical problems to his/her supervisor. Notifies supervisor or proper authority of all accidents and bus delays.

6. Insures each student is provided a copy of the bus rider rules. Explains rules, regulations and safety precautions to the student riders each year and practices bus evacuations during the first two weeks of each semester. Attends necessary bus driver inservice meetings.

7. Assists with field/activity trips where personal schedules permit. Follows established procedures on field/activity trips.

8. Must be familiar with school bus regulations as listed in manual for school bus drivers provided by the State Board of Education. Must practice safe driving operations at all times. Must obey all traffic laws and observe all safety regulations.

9. Performs related bus driving duties as assigned.

Supervision exercised: No direct supervision. But may be assigned a bus monitor or bus assistant. The driver has overall authority for the operations of the bus.

Physical/Mental Requirements and Working Conditions: Must pass annual physical.
In a normal 8-hour work day, the employee must sit 2-3 hours per day; stand 3 hours per day; and walk 2 hours per day. Job requires occasional bending/stooping; squatting/crouching; occasional climbing 3 feet of steps to bus; occasional reaching above shoulder; continuous pushing/pulling. Job requires occasional assisting disabled children/students board bus. Certain routes require the lifting of disabled children and/or assistance with wheel chairs, seat restraints, etc. where the lifting requirement is greater.

Job requires employee to use both feet for repetitive movements as in operating foot controls; to use both hands for such repetitive actions requiring simple to firm grasping. Employee must possess manual dexterity sufficient to operate bus safely. Employee must possess visual requirement enough to pass driving test, read signs, road hazards and be able to operate bus safely in adverse conditions. Employee must possess hearing requirement enough to hear riders, receive communications on radio and hear outside noises: sirens, horns, brakes, etc. that are necessary to operate bus safely. Employee must possess speaking requirement enough to give instructions/commands to riders, speak to parents, and other staff. Employee must have mobility enough to get on and off and around bus, to clean and provide routine inspection.

Employee must have mental requirement to operate bus, follow safety rules, make sound decisions in often stressful situations, and to handle confrontation effectively. Employee's job requires working close to machinery; working in the outdoors with temperature changes; driving motorized equipment; exposure to toxic gas, dust, fumes, gases. Must be a defensive driver and be extra careful at intersections, railroad crossings, and around other assembly areas.

TERMS OF EMPLOYMENT:	181 days per year
SALARY:	Category B,C
VALUATION:	Performance of this job will be evaluated in accordance with Board Policy.

Approved 08-09-93 Revised 02-13-95 Revised 05-10-99 Revised 01-16-01