

Chequamegon School District August 2009

Job Description – Bus Driver

Job Title: Bus Driver
Department: Chequamegon School District
Reports to: Transportation Supervisor
Workers Supervised: None
Position Summary: Under direction, the purpose of the position is to daily operate an assigned school bus or an assigned transportation route, field trips and special events for the school district. Employees in this classification are responsible for the safe transportation loading and unloading of students to and from destinations, and ensure all bus activities support the safety and welfare of all persons.

Qualifications

Education: These occupations usually require a high school diploma or GED; with demonstrated ability to fulfill the dexterity and physical requirements of the work.

Certifications: Requires an ability to obtain and maintain a valid commercial driver's license with air brake, passenger, and school bus endorsement and have a valid Federal Medical card with a tuberculosis test. Pre-employment drug testing is required and employees will be subject to unannounced alcohol and drug testing as a condition for continued employment.

AODA Statement: The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the district.

Essential Job Functions/Tasks

1. Provides daily school bus transportation for district students to and from destinations, to include field trips and special events.
2. Performs pre-bus and post-bus inspection activities to ensure proper operating conditions, adherence to prescribed Department of Transportation standards, and compliance with proper safety standards. Driver shall check the entire interior of the school bus following each trip to assure all passengers are off the bus.
3. Maintains bus evacuation plan and coordinates bus evacuation activities as appropriate.
4. Transports students according to established routing sheets; ensures maintenance of periodic routing updates.
5. Monitors daily school bus activities to ensure proper student conduct at all times, and adherence to appropriate disciplinary controls.
6. Maintains safe driver designation and applicable physical and dexterity standards.

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7. Ensures the safe loading and unloading of student to and from destinations to include operation of specialized equipment for attending to students with special need, i.e., wheel chair lifts and tie-downs, toddler seats and seat belts. Performs routine cleaning and bus maintaining activities, maintains neat and orderly appearance.
8. Conducts re-fueling activities to include maintaining assigned fuel use log.
9. Reports any perceived or potential school bus defects in a time efficient manner to appropriate supervisor of fleet maintenance personnel.
10. Establishes and maintains effective communications and working relationships with district personnel, school officials, and parents.
11. Performs routine interior bus cleaning.

Essential Requirements

Self Control – Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.

Cooperation – Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.

Dependability – Job requires being reliable, responsible, dependable, and fulfilling obligations.

Attention to Detail – Job requires being careful about detail and thorough in completing work tasks.

Integrity – Job requires being honest and ethical.

Stress Tolerance – Job requires accepting criticism and dealing calmly and effectively with high stress situations.

Initiative – Job requires a willingness to take on responsibilities and challenges.

Independence – Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.

Social Orientation – Job requires preferring to work with others rather than alone, and being personally connected with others on the job.

Public Safety and Security – Knowledge of relevant equipment, policies, procedures and strategies to protect students, equipment, materials and facilities.

Knowledge

Transportation – Knowledge of principles and methods for moving people, including the relative costs and benefits.

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Customer and Personal Service – Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Public Safety and Security – Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Competencies

Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Operation Monitoring – Watching gauges, dials, or other indicators to make sure equipment is working properly.

Social Perceptiveness – Being aware of others’ reactions and understanding why they react as they do.

Operation and Control – Controlling operations of equipment or systems.

Reading Comprehension – Understanding written sentences and paragraphs in work related documents.

Coordination – Adjusting actions in relation to others’ actions.

Time Management – Managing one’s own time and the time of others.

Speaking – Talking to others to convey information effectively.

Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are essential to the performance of this job, and non-essential job functions include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Approval:

Employee

Date

Manager

Date