

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title:	Bus Driver	Job Code: 78030
Job Classification:	18 Service Workers	EEO Line: 52
Job Class Category:	F Educational Support Personnel	Job Description Supplement Code: 8
Reports to:	Director, Pupil Transportation Services	Salary Locator: Classified Schedule

SUMMARY:

Under direction, the Bus Driver is to daily operate an assigned school bus on an assigned transportation route for the school district. Responsible for the safe transportation, loading and unloading of students to and from destinations, and ensuring all bus activities support the safety and welfare of all persons. Work may include ensuring appropriate securing of students and required assistance to students with special medical needs.

QUALIFICATIONS:

- 1) High School Diploma or equivalent
- 2) Valid Florida Driver's License with acceptable driving record
- 3) Obtain and maintain a valid commercial driver's license class "B" with passenger and school bus endorsements.
- 4) Minimum five (5) years of licensed driving experience
- 5) Satisfactory criminal background check

*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES: To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as policies and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) To perform this job successfully, an individual should have knowledge of current Human Resources leave system and Skyward inventory system (if applicable).
- (3) Ability to utilize technology
- (4) Ability to fulfill the dexterity and physical requirements of the work
- (5) Ability to operate, maneuver and/or control the actions of assigned passenger vehicles, and safety restraint and wheelchair lift devices
- (6) Knowledge of traffic and highway safety rules and regulations and the precautions necessary to avoid accidents
- (7) Ability to establish high standards and expectations for all students to accept responsibility for behavior
- (8) Ability to adjust tasks and schedule to changed priorities

PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in your position.
- (2) Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
- (3) Provide daily school bus transportation for district students to and from destinations, to include field trips and special events
- (4) Continue to grow professionally through collaboration with colleagues and professional growth experiences.
- (5) Perform assigned tasks in a timely and efficient manner
- (6) Perform all other non-instructional duties as requested by director
- (7) Responsible for keeping up to date on current technology, as job appropriate, being used by PCSD. Attend trainings to ensure skill level in various technologies is at the level required to perform current position
- (8) Perform pre and post bus inspection activities to ensure proper operating conditions, adherence to prescribed DOT standards, and compliance with proper safety standards.
- (9) Conduct re-fueling activities to include maintaining assigned fuel use logs
- (10) Report any perceived or potential school bus defects in a time efficient manner to appropriate supervisor
- (11) Maintain bus evacuation plan and coordinate evacuation activities as appropriate

- (12) Monitor daily bus activities to ensure proper student conduct at all times, and adherence to appropriate disciplinary controls.
- (13) Maintain attendance records, seating charts, disciplinary documentation, and updated student information; communicates via radio dispatch as appropriate
- (14) Ensures the safe loading and unloading of students to and from destinations, to include operation of specialized equipment for attending to students with special needs, i.e., wheel chair lifts and tie-downs, toddler/infant seats and seat belts

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force as frequently and/or up to 20 pounds of force as needed to move objects. Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

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 PCSD Board's policy on evaluation of personnel.

BOARD APPROVAL:

August 2006
Amended: May 20, 2014