

Bus Driver

Purpose

The job of Bus Driver is done for the purpose/s of transporting students over scheduled routes and/or to/from special excursions; ensuring vehicle operation is in safe operating condition; and ensuring safety of students during transport, loading and unloading from buses. This job reports to Director-Transportation.

This job is a “safety-sensitive” position.

Essential Functions

- Administers first aid and medications, as needed, for the purpose of meeting immediate health care needs.
- Advises students and other passengers of appropriate behavior for the purpose of reinforcing regulations and maintaining passenger safety.
- Assesses incidents, complaints, accidents, and/or potential emergency situations for the purpose of resolving and/or recommending a resolution to the situation.
- Cleans interior and exterior of school buses for the purpose of maintaining vehicle in a safe and sanitary condition.
- Conducts emergency evacuation drills for the purpose of ensuring efficiency of procedures and complying with mandated requirements.
- Drives school bus for the purpose of transporting passengers over scheduled routes to and from school and/or field trips in a safe and timely manner.
- Performs pre-trip and post-trip inspections (e.g. fluid levels, tire pressure, exterior condition, etc.) for the purpose of ensuring the safe operating condition of the vehicle and complying with mandated guidelines.
- Prepares written materials (e.g. field trip reports, incident reports, inspection records, passenger misconduct, mileage logs, student counts, routing information, etc.) for the purpose of documenting activities, providing written support and/or conveying information.
- Removes snow from buses for the purpose of maintaining a safe environment.
- Reports observations and/or incidents (e.g. discipline, accidents, inappropriate social behavior, etc.) for the purpose of communicating information to appropriate personnel.
- Responds to inquiries (e.g. students, parents, other school personnel, etc.) for the purpose of providing information and/or direction.
- Supervises students and other passengers during transit for the purpose of maintaining safety and following district policy.

Other Functions

- Attends meetings and trainings for the purpose of maintaining skills and meeting the certificate requirements of a school bus driver.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; operating equipment used in school bus servicing and maintenance; and safely operating a school bus.
safely operating a school bus.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; safety practices and procedures; laws, rules, and regulations pertaining to school bus operations and pupil transportation including appropriate Wyoming State Motor Vehicle Code and the Education Code; safe driving principles and practices; and first aid principles and practices.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating clearly and concisely, both orally and in writing; establishing and maintaining positive and harmonious relationships; meeting deadlines and schedules; reading, interpreting, and following rules, regulations, policies, and procedures; following oral and written directions; and working independently.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 75% sitting, 10% walking, and 15% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

- Experience:** Job related experience with increasing levels of responsibility is required
- Education:** Targeted, job related education with study in job-related area
- Equivalency:** None identified

Required Testing:

DOT Physical Exam
DOT Random Drug and Alcohol Testing

Certificates and Licenses:

CPR/AED First Aid Certificate within 30 days of hire
CDL with Bus, S & P, and Air Brake Endorsements within 3 months of hire

Continuing Educ. / Training:

None identified

Clearances:

Criminal Justice Fingerprint/Background Clearance
DOT Pre-employment Drug and Alcohol Testing
MVR (Motor Vehicle Record) Clearance

FLSA Status

Non Exempt

Approval Date

07/01/2018

Salary Grade

49

I have read and understand the scope of the job and hold the minimum requirements:

Employee Name (Please Print): _____

Employee Signature: _____ **Date:** _____