

12.00

SCHOOL DISTRICT OF BAKER COUNTY

JOB DESCRIPTION

BUS DRIVER

QUALIFICATIONS:

- (1) High School Diploma or equivalent preferred.
- (2) Possess a valid Florida CDL Class B license with passenger and air brakes endorsements.

NOTE: The applicant must satisfactorily complete a required driver-training course and pass a performance test in the operation of a school bus. The applicant must also pass a required state physical examination, and complete a basic course in CPR and first aid.

KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of traffic and highway safety rules and regulations and of the precautions necessary to avoid accidents. Ability to operate light and/or heavy-duty school buses in a safe and economical way. Ability to understand and carry out both written and oral directions. Ability to exercise appropriate disciplinary techniques.

REPORTS TO:

Director, Transportation

JOB GOAL

To safely and efficiently transport students to and from their school site and/or special events.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Comply with all state and local traffic laws and School Board policies and procedures relative to the safe operation of a school bus.
- * (2) Inspect the bus to ensure the bus is in safe operating condition before leaving on a route or trip.
- * (3) Assume responsibility for the safety of his/her passengers including loading and unloading.
- * (4) Instruct students in safety precautions and practices.
- * (5) Maintain appropriate student discipline and report unruly behavior to the School Principal.
- * (6) Sweep and keep the bus clean, both inside and outside, at all times.

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BUS DRIVER (Continued)

- * (7) Prepare FEFP and other required operational reports accurately and submit in a timely manner.
- (8) Make recommendations to improve school bus routes, stops and loading / unloading zones at schools.
- * (9) Use effective, positive interpersonal communication skills.
- *(10) Report to the head mechanic, or appropriate administrator, any defects in the bus or repairs needed for the safe operation of the bus.
- (11) Complete required in-service and training programs.
- (12) Assist in obtaining substitute drivers if required.
- (13) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

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 Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 8