

## BUS DRIVER

### **GENERAL DEFINITION OF WORK:**

*FLSA Status: Non-Exempt*

Under the supervision of the Director of Transportation, this position safely drives school bus to pick up and deliver students/passengers between specified locations such as to/from schools, established bus stops, homes/neighborhoods, special events, field trips, work programs, speech/counseling specialists, or other locations.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

#### **Safe transportation of students.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Drives school bus or other passenger vehicle to transport school students, school staff, parents/chaperones, or other passengers over designated routes; monitors traffic conditions surrounding bus to identify pedestrians, obstructions, or unsafe traffic conditions.
- Follows established traffic laws and safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of passengers; performs driving functions safely and efficiently in various weather conditions; checks for potential hazards before discharging passengers.
- Assists special needs students, disabled passengers, or other passengers requiring assistance into or out of bus; ensures use of seatbelts and secures students in car seats as needed; operates motorized wheelchair lift; secures wheelchairs during transport.
- Supervises passengers on bus; maintains discipline and intervenes in fights as necessary; administers minor first aid or obtains emergency medical assistance when necessary.
- Reports any incidents, accidents, problems, or unusual situations; completes required reports/documentation.
- Conducts periodic emergency bus evacuation drills; instructs passengers on emergency exit procedures.
- Conducts pre-trip inspections of bus to verify safety and proper operations or to identify potential problems; reports faulty equipment or operational problems.
- Performs general maintenance tasks necessary to keep vehicles, equipment and tools in operable condition, which may include inspecting equipment, refueling vehicles, checking fluid levels, replacing oil or other fluids, cleaning interior/exterior of buses, washing bus windows, washing/cleaning equipment, or cleaning shop/work areas.
- Completes/maintains logs/records of trips, mileage, fuel, inspections, student/passenger counts, or other activities.
- Communicates with supervisor, employees, other departments, county officials, school officials, students, parents, mechanics, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, address disciplinary issues, or resolve problems.
- Assists with training of new drivers as needed.
- Maintains a comprehensive, current knowledge of traffic laws, safety regulations, and other applicable laws, policies, procedures, and regulations; attends workshops and training sessions as appropriate.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of Local, State and Federal traffic laws. General knowledge of the transportation of students; some knowledge of transporting handicapped students; ability to assist students with patience and understanding; ability to establish and maintain effective working relationships with school officials, students and parents; ability to follow oral and written directions; and sufficient strength to move, lift, and secure students and equipment.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school.

### **PHYSICAL REQUIREMENTS:**

This is medium work requiring the ability to lift, pull or drag fifty (50) pounds occasionally, up to 20 pounds frequently, and up to 10 pounds constantly to move objects; work requires sitting, climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, and repetitive motions, use hands to handle or feel objects, tools, or controls; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; and visual inspection involving small defects and/or small parts and observing general surroundings and activities. The employee must be able to smell smoke, fuel, and other odors.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

The employee must have sufficient strength and agility to move, lift and secure students weighing up to 50 pounds in passenger safety restraint systems and with assistance move, lift and secure students weighing 50 – 100 pounds. In addition, the employee must be able to exit and reenter the bus through the emergency door to assist students off the bus in emergency situations

**SPECIAL REQUIREMENTS:**

- Must be at least twenty-one years of age.
- Hold a high school diploma, G.E.D., or any combination of education and experience equivalent to graduating from high school preferred.
- Must possess or be eligible to obtain a valid Virginia Commercial Driver’s License (CDL) including appropriate endorsement(s).
- Successfully pass a pre-employment drug screening test.
- Complete a minimum of 24 hours of classroom training, a minimum of 24 hours behind-the-wheel training and 10 hours of driving with students.
- Must complete internal American Heart Association CPR and First Aid certification programs annually. Must maintain valid CPR and First Aid certifications.
- Must pass a yearly physical examination for satisfactory health.