

# DEXTER CONSOLIDATED SCHOOLS

## JOB DESCRIPTION

POSITION: BUS DRIVER – GENERAL ROUTE

SUPERVISORS: Superintendent / Director of Operations

**GENERAL JOB DESCRIPTION:** To provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the district's curricular and extracurricular programs.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Makes personal contact (via phone call, mailed letter, etc.) with all riders prior to the start of the school year and informs parents of assigned bus number and approximate pick up and drop off times.
2. Drives bus to and from school and other locations, following predetermined routes and time schedule(s).
3. May be required to alter routes to compensate for emergency weather and/or road conditions.
4. Only allows authorized riders on bus and picks up and discharges riders at authorized stops.
5. Work well with children and be able to perform duties in frequently noisy and stressful conditions (i.e. bad weather, traffic, etc.)
6. Must become expertly familiar with assigned routes and stops and perform trial runs prior to initiation of new or changed routes.
7. Must be alert to prevent accidents, especially in heavy traffic or bad weather, and to avoid sudden stops or swerves that jar passengers.
8. Must maintain student ridership rosters and strive to develop good working relationships with their students.
9. Must exercise particular caution when children are getting on or off bus.
10. Uses district-approved techniques to maintain order on the bus and enforces school safety standards.
11. Documents student violations per disciplinary policies for student riders.
12. Reports incidents of rule violations to proper authority in order to correct the problem.
13. May be required to talk to parents or attend disciplinary hearings.
14. Must know and enforce the school system's rules regarding student conduct on the bus.
15. Acquire and consistently demonstrate ability to accommodate the special needs of students with physical and behavioral disabilities.
16. Is responsible for preparing weekly reports on the number of students, trips or "runs", work hours, miles and fuel consumption as required.
17. Is responsible for conducting daily pre- and post-inspections per state guidelines. In addition, the Driver is responsible for refueling and maintaining the cleanliness of assigned bus.
18. Immediately reports any equipment or other mechanical problems to supervisors.
19. Notifies supervisor or proper authority of all accidents and bus delays.
20. Work cooperatively with colleagues, supervisors, and administrators.
21. Demonstrate ethical behavior.
22. Follow district policies and administrative rules and regulations.
23. Project over-all concern for personal appearance as it relates to job performance.
24. Obey all traffic laws.
25. Observe all mandatory safety regulations for school buses.
26. Exercise responsible leadership at all times.

27. If traveling out-of-state, become familiar with other state laws.
28. Perform other tasks as deemed appropriate and necessary by the superintendent and/or superintendent's designee.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

1. Will receive mandatory state training and ongoing in-service classroom training as required by the state and the district, to include State and local laws, regulations and policies; safe driving practices; driver-pupil relations; first aid; emergency evacuation procedures; the special needs of students who are with physical or behavioral disabilities; become familiar with the District's rules for discipline and conduct for bus drivers and the students they transport.
2. Will receive district training on how to accommodate special needs of students with physical or behavioral disabilities.

**QUALIFICATIONS:**

1. Three (3) years driving experience in addition to meeting the standard requirements of a school bus driver.
2. A Valid Commercial Drivers license with passenger and air brakes endorsements.
3. A monthly driving record from MVD (SAMBA).
4. Pass a pre-employment drug test and additional random testing as needed.
5. CPR/First Aid Certificate

**PHYSICAL REQUIREMENTS:**

The bus driver could be expected to perform any or all of-the following to fulfill the physical requirements of the position:

- Standing
- Sitting
- Lifting up to fifty (50) pounds without assistance. Lifting weights greater than fifty (50) pounds with assistance.
- Reaching
- Bending
- Carrying up to fifty (50) pounds without assistance. Carrying weights greater than fifty (50) pounds with assistance.
- Climbing stairs to/from bus and in/out of school buildings.
- Crawling
- Crouching
- Kneeling
- Pulling
- Pushing students' doors, wheelchairs, emergency door on bus.
- Reaching horizontally extending arms while assisting students
- Reaching vertically extending arms over head while assisting students or retrieving or returning items to shelves.
- Tugging
- Mopping
- Sweeping
- Squatting
- Walking in aisles on bus and around bus for inspections; walking to school locations to accomplish essential tasks; waling to assist students.

**SAFETY AND HEALTH:**

1. Knowledge of universal hygiene precautions.
2. Attend CPR and First Aid Course.
3. Familiar with emergency evacuation procedures.
4. Must pass an annual physical examination.

**EQUIPMENT/MATERIAL HANDLED:**

1. Forms and small hand tools

**WORKING ENVIRONMENT:**

1. Able to work during inclement weather
2. Able to work within various degree of noise, temperature, and air quality.
3. Interruption of work are routine.
4. Must be flexible in work schedule.
5. Must be able to work with or without close supervision.

**TERMS OF EMPLOYMENT:**

1. FLSA non-exempt employee.
2. Salary and work year to be established by the Superintendent.

Every employee works for Dexter Consolidated Schools, not only for a particular supervisor or department. Accordingly, employees are expected to act in the best interest of the school district even if doing so requires actions or responsibilities not listed in the above position description.

I have reviewed and agree to the above job description:

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_