
BUS DRIVER

Class Code: 7941

TITLE: Bus Driver
Grade 14

REPORTS TO: Director Transportation

SUPERVISES: N/A

JOB FUNCTION: Operate a school bus over designated routes in accordance with time schedules, picking up and discharging students; provide safe and efficient transportation for District students to and from school, special events and field trips; perform daily inspections and operator maintenance of vehicle; assist in the loading and unloading of physically and mentally handicapped students as necessary.

DUTIES AND RESPONSIBILITIES:

- Drive a school bus over designated routes in accordance with specified time schedules and in accordance with regulations and laws related to pupil transportation in the State following specified schedules; transport students to and from school, special events and field trips.
- Pick up and discharge students, under varying weather conditions, at established bus stops; report incidents which affect the safety of students.
- Maintain bus in a safe operating condition through prescribed daily vehicle inspections and driver maintenance including cleaning windows, mirrors and bus interior; check and maintain fuel, oil and water levels; check brakes, brake lights and doors; report mechanical defects and malfunctions to appropriate personnel.
- Maintain order and discipline among students on bus following District policies and procedures regarding disciplining of students and contact with school officials, parents and the public; interact with parents regarding questions, concerns and disputes.
- Perform emergency bus evacuation drills as required by Kentucky Administration Regulations.
- Transport physically handicapped and mentally handicapped children to and from designated locations; lift and secure wheel chairs; assist in the loading and unloading of handicapped children as necessary.
- Observe applicable local, State and federal policies, procedures and guidelines.

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DUTIES AND RESPONSIBILITIES (CONT.):

- Fuel and clean exterior and interior of buses including picking up debris, sweeping and mopping floor, wiping upholstery and cleaning headlights.
- Maintain records concerning vehicle maintenance, miles driven and number of children transported and other related matters; prepare student conduct, incident and accident reports.
- Attend safety and preventive emergency meetings when required.
- Utilize two-way radio for bus to bus and bus to base communication.
- Perform first aid according to established guidelines and procedures.
- Perform other duties as assigned.
- Maintain regular attendance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Safe driving practices.
- Provisions of the State Motor Vehicle code and Kentucky Administration Regulations applicable to the operation of vehicles transporting students.
- First aid practices.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Operate a school bus over designated routes in accordance with time schedules, picking up and discharging students.
- Maintain order and discipline among students while driving a school bus.
- Maintain assigned vehicle in a clean and safe operating condition.
- Recognize equipment malfunctions and take appropriate action.
- Learn designated bus routes including stops and traffic hazards.
- Maintain routine records.
- Establish and maintain cooperative and effective working relationships with others.

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KNOWLEDGE AND ABILITIES (CONT.):

ABILITY TO:

- Understand and follow oral and written directions.
- Meet schedules and time lines.
- Communicate effectively both orally and in writing.
- Learn, apply and explain rules, regulations, policies and procedures.
- Observe legal and defensive driving practices.
- Assist in loading and unloading handicapped children as necessary.
- Must be able to lift heavy objects (minimum 50 lbs.)

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull medium weights, up to 50 pounds
- Requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

EDUCATION AND EXPERIENCE:

High school diploma or G.E.D. Certificate and one year experience in the operation of a motor vehicle.

LICENSES AND OTHER REQUIREMENTS:

- Valid Kentucky Commercial Class B driver's license, including passenger endorsement; School Bus Certificate; subject to random drug testing; must pass annual driving record check and physical examination.

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Original Date: 01/1999

Revision Date: 07/2011

Revision Date: 07/2012