

School Bus Driver

Reports to: Director of Transportation

School Bus Driver

The job of a School Bus Driver is done for the purpose/s of transporting students over scheduled routes and/or to/from special field trips; ensuring vehicle operation is in a safe operating condition; and ensuring safety of students during transport, loading and unloading from buses.

Functions

- Escorts children for the purpose of ensuring the safety and welfare of students.
- Communicates with parents, students, teachers, administrators, etc. for the purpose of conveying and/or receiving
- Attends meetings, trainings, etc. for the purpose of maintaining skills and meeting requirements of school bus driver certificate.
- Fuels assigned vehicle (e.g. oil, water, fuel, etc.) for the purpose of maintaining vehicle in a safe operating condition.
- Inspects assigned vehicles, both interior and exterior (e.g. cleaning floors/windows/mirrors/seats, etc.) for the purpose of ensuring safety, appearance, and sanitation of vehicle.
- Monitors students during transit for the purpose of maintaining order and ensuring the safety of passengers.
- Administers first aid for minor injuries for the purpose of providing emergency or necessary care in accordance with district, state, and federal requirements.
- Performs pre-trip and post-trip inspections (e.g. brake systems, gauges, emergency exits, fluid levels, tire pressure, exterior conditions, etc.) for the purpose of ensuring the safe operating condition of the vehicle and meeting state requirements.
- Prepares documentation (e.g. daily mileage and condition reports, incident/accident reports, inspections, disciplinary and positive behavior reports, mileage, etc.) for the purpose of providing written support and/or conveying information.
- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Minimum Qualifications

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid; and operating school buses and related equipment.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: pertinent codes, policies, regulations and/or laws; routines; first aid; two way radio communication; child safety seats; and safety practices and procedures.

ABILITY is required to use basic, job related equipment. Flexibility is required to work with others in a wide variety of circumstances; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; and utilize a variety of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Specific abilities required to satisfactorily perform the functions of the job include: being attentive to detail; exercising good judgment; working without close supervision; communicating with diverse groups; establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; and multitasking.

Certificates & Licenses

- Valid Ohio Commercial Class A or B Driver's License (CDL) with SP (school bus passenger) endorsement and air brakes endorsement preferred but not necessary for Class B CDL;
- Or at least two years professional driving experience
- Ohio Department of Education (ODE) School bus driver certification
- First Aid/CPR Certification

Required Testing

- Alcohol and Drug Testing
- Criminal background check
- School bus driver physical (T8)
- TB test