

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Bus Driver
Department:	Transportation
Reports to:	Supervisor of Transportation
Supervises:	n/a

Description of job:

SUMMARY OF RESPONSIBILITIES:

Provides safe and efficient transportation so that students may enjoy the fullest possible advantage from the district's curriculum and extracurricular programs.

ESSENTIAL FUNCTIONS

1. Obeys all traffic laws.
2. Observes all mandatory safety regulations for school buses.
3. Maintains discipline when students are on bus.
4. Reports undisciplined students to the proper authority.
5. Keeps assigned bus clean.
6. Keeps to assigned schedule.
7. Checks bus before each operation for mechanical defects, proper gas, oil, and water levels.
8. Notifies the Transportation Supervisor in case of mechanical failure or lateness.
9. Discharges students only at authorized stops.
10. Exercises responsible leadership when on out-of-district school trips.
11. Transports only authorized students.
12. Reports all accidents and completes required reports.
13. Enforces regulations against smoking and eating on the bus.
14. Assists Handicapped children in boarding and disembarking from the bus.
15. Delivers inter-office mail and packages as assigned.
16. All other work related duties assigned by Supervisor of Transportation

Protective Personal Equipment:	n/a
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Classification:	Sedentary:	Light:	Medium: X	Heavy:	Very Heavy:
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Classification Key:
Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;
Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;
Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;
Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;
Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.

Driving Requirements:	None:	Manual:	Automatic: X
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Work Environment			
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Floor Surface:	Rubber surface, pavement or asphalt		
Inside:	Up to 75%	Outside:	Up to 25%
Lighting:	Sun light		
Vibration:	Bus on road		

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PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 60 pounds occasionally						
WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 60 lbs.		X				

CARRYING						
Maximum weight carried: up to 60 lbs.						
WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 60 lbs.		X				

PUSHING/PULLING						
Maximum push/pull: 35 lbs						
WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 + lbs.	x					

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting				X	
Standing		X			
Walking		X			
Bending		X			
Twisting		X			
Crawling		X			
Kneeling		X			
Squatting		X			
Climbing		X			
Reaching – Vertical		X			
Reaching – Horizontal				X	
Grasping				X	
Pinching		X			
Manual Dexterity		X			
Fine Dexterity		X			

FREQUENCY KEY: Never (0%); Occasionally (0 – x33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)

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Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

High School graduate or general equivalency diploma. Equivalent work experience will be considered. Three to six months experience and/or training in a school/transportation environment providing support to students

License/Certificate/Certification:

The individual must also hold the appropriate credentials issued by the State of Rhode Island including but not necessarily limited to:

- Class A or B CDL with appropriate endorsements
- Rhode Island School Bus Operator's Permit ("White Card")
- Current Physical Exam

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing this job the employee may occasionally lift and/or move in excess of 50 pounds with assistance as necessary.

Communication Skills:

Strong oral and written communications skills. Capability of responding simultaneously to a variety of needs for students and staff while maintaining a high degree of sensitivity to individual needs.

Interpersonal and Problem solving skills:

Capable of working collegially with all levels of administration, staff, students and parents in a pleasing manner.

Terms of Employment:

Per NKESP contract

Evaluation:

Per NKESP contract

Date: 3/2016