

GENEVA AREA CITY SCHOOLS
JOB DESCRIPTION – BUS DRIVER

Responsible to:

Director of Transportation and Route & Bus Driver Supervisor or designee

General Description of Essential Functions:

1. The bus driver shall be responsible for the safe operation of the school bus in the transportation of student to and from school; and
2. Perform, in a professional manner, those duties assigned which deal with students.

Qualifications/Responsibilities/Duties

- Meet all legal, medical and physical requirements of the Ohio Revised Code and the Ohio School Board Administration Code;
- Be of high moral character;
- Show the characteristics of reliability, dependability and initiative;
- Be knowledgeable of state and local transportation laws;
- Operate and assigned route that complies with our negotiated agreement and maintain an accurate daily time schedule;
- Properly perform and record the required daily pre-trip inspection in accordance with Ohio Pupil Transportation and Safety Rules (3301.83.110);
- Complete with accuracy and promptly submit all reports as requested;
- Attend a yearly safety meeting as required by the state, and any in-service meetings as scheduled by the Route & Bus Driver Supervisor or Director of Transportation;
- Administer the discipline policy as set forth by the Board of Education;
- Use approved procedures in reporting bus accidents and complete the provided forms on any and all accidents;
- Instruct students on proper evacuation procedures;
- Be aware of the performance of his/her assigned bus and report any deficiencies to the head mechanic by establish procedures;
- Comply with and perform safe driving procedures;
- Be constantly alert to the whereabouts of each and every student assigned to his/her route inside and outside of the bus;
- Provide an atmosphere on the bus conducive to the educational process;
- Driver will sweep and wash his/her bus as needed and/or required by the State Rules and Regulations;
- Driver will not use tobacco products on their bus or be addicted to the use of alcohol or narcotic drugs;
- Ability to cope with stressful situations;
- Possess or upgrade skills through formal and/or in-service training;
- Employ to attend required training

Working Conditions

This description is intended to illustrate the level of work difficulty and kinds of job duties that may be assigned to positions in this classification and should not be interpreted to describe all the duties that may be required in an individual position.

The use of a particular expression or illustration to describe duties does not exclude the assignment of other duties not mentioned that are of similar kind or level of difficulty. The described job duties do not constitute or implied contract of employment. Geneva Area City Schools Board of Education reserves the right to revise or change job duties, job hours, and responsibilities per the terms and conditions of the negotiated agreement.

All prospective new employee must pass a bus driver test, written and or hands on, and pass a medical physical given by our doctors.

To apply, please contact Amy Richmond at (440) 466-4831 ext 1154 or amy.richmond@genevaschools.org.