

## **FRENCHTOWN SCHOOL DISTRICT**

### **JOB DESCRIPTION BUS DRIVER**

**JOB GOAL:** To transport students both to and from school in the most prudent and safe manner possible.

#### **QUALIFICATIONS:**

1. Driver has a minimum of five (5) years of licensed driving experience.
2. Current and proper certification to drive a bus.
3. Driver has filed with the district a satisfactory medical examination report signed by a licensed physician of the State of Montana on a form provided the Office of the Superintendent of Public Instruction, or the Department of Transportation.
4. Driver has completed a standard first-aid course or equivalent and holds a valid certificate from an authorized instructor. The issuance of this certificate shall be governed by rules and regulations established by the Superintendent of Public Instruction.
5. Driver has complied with any other qualifications established by the Board of Public Education.
6. Driver has acceptable Department of Motor Vehicle report with no references to D.U.I. history.
7. Ability to lift a minimum of 50 pounds on a regular basis unless grandfathered without a break in service.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Operate the assigned school bus in accordance with Montana Motor Vehicle Codes, Board of Public Education policy, regulations of the Superintendent of Public Instruction of Montana and written policy of the school district.
2. Maintain conduct expected of all school district employees. Please see school policy pertaining to discipline, confidentiality, rumor control, and problems with co-workers, students, parents, etc.
3. Appear on time and for each day's assignment in a manner acceptable to the Transportation Director and Frenchtown School District. [It is expected of each route driver to arrive 15 minutes prior to departure time. This paid time is allowed for doing pre-trip inspection of the anticipated route, and/or any necessary cleaning. Allowing time for mechanic to prioritize and repair.]
4. Perform the services of a school bus driver over the route or such other routes as the school district requests, according to the direction of the Transportation Director.
5. Perform pre-trip inspection before morning and afternoon routes, report malfunctions or defects to the Transportation Director and/or Bus Mechanic. (see item #12 for specifics) A clipboard by the office door is provided for the driver's convenience and or daily reporting of repairs for the mechanic.
6. Keep such records and make reports as requested by the school district and Transportation Director.
  - a. List of students
  - b. Seating chart
  - c. Information for transportation forms required by State of Montana
  - d. Special discipline instructions
  - e. Current map of route with am/pm stop times
  - f. Accident procedure packet
7. Report all accidents immediately to appropriate officials and complete accident report form within twenty-four (24) hours of the accident (See accident policy.) Accident packets are provided on all buses.
8. Maintain current School Bus Driver certification through the Montana Office of Public Instruction and Department of Transportation. In addition First Aid (3 years) certification and a Department of Transportation physical (2 years) are required. Random drug testing as required. A mandatory yearly physical, as required and recommended by the Department of Transportation, will be

required for all drivers that have reached the age of 65 and for those drivers, at any age, that have medically documented conditions which could adversely affect job performance.

9. Keep bus interior clean, bus fueled as directed by Transportation Director, and equipped for weather conditions, including chains when needed.
  - a. Sweep once a day or as needed
  - b. Empty trash on Friday or as needed
  - c. Clean interior windows as needed
  - d. Clean outside windows and mirrors as needed
  - e. Dust once a week or as needed
  - f. Stock bus with paper towels, trash bags, cleaner, etc.
  - g. Check seats once daily for vandalism and act upon accordingly
  - h. A bus inspection will be conducted once a week for cleanliness and condition b the Transportation Director.
10. Maintain and provide an orderly and safe environment, free of harassment during the school bus route. Report discipline problems to appropriate principals. Make necessary calls to parents as requested by the administration.
11. Attend meetings as directed by the Transportation Director, Principals and Superintendent.
12. Perform necessary route pre-trip inspections before each route.
  - a. Warm bus
  - b. Check all safety lights to see that they are functional and lack cracks or missing lenses and are clean and visible to the outside motorist.
  - c. Check mirrors for cleanliness and visibility.
  - d. Check windows for cleanliness and visibility.
  - e. Check horn.
  - f. Check tires for inflation and tread.
  - g. Open emergency door, checking alarm and for proper operation
  - h. Check gauges
  - i. Check safety equipment (triangles, fire extinguisher, first aid kit).
  - j. After pm route, check for sleepers
13. Evacuation to be done at least twice a year, 1<sup>st</sup> semester, and the beginning of the 2<sup>nd</sup> semester. Evacuations to be performed at the Frenchtown High School student parking lot or local State Park for all K-12 students.
14. Follow accident procedure.
15. Report road hazard or safety concerns to the Transportation Director.

### **WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside and outside. The employee must be able to meet deadlines with severe time constraints. The environment can be stressful due to the nature of the work.

The noise level in the work environment is usually moderate.

### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand. Specific vision abilities required by this job include close vision, distance vision, depth

perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or carry up to 50 pounds.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee often performs routine work. Guidance and reinforcement are usually unavailable. The employee frequently works within time constraints and must maintain attentiveness intensity. The employee is frequently involved in interactions which require oral and written communications.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description 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.*

**For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.**

**IMMEDIATE SUPERVISOR:** Transportation Director, In addition, a bus driver, as are all district employees, is under the general supervision of the District Superintendent.

**TERMS OF EMPLOYMENT:** Driver days match regular school student calendar. Regular route salary as determined by Frenchtown School District School Board. Daily hours: normal route times. Meetings, field trips, and extra-curricular trips salary rates are based on current rates as determined by the Frenchtown School District Board of Trustees. Other benefits are accrued as provided by state law and Board policy.

**EVALUATION:** Performance of this job will be evaluated by the Transportation Director in coordination with the Superintendent and in accordance with the provisions of the School Board's policy on evaluations.

**It is the prerogative of the District to assign staff so as to best meet the needs of the District.**

**EQUIPMENT USED:**

Two-way radio equipment, specials needs equipment, telephone/voice mail.

## Bus Driver

### Evaluation

Performance of this position will be evaluated as provided by the Board's Policy on Evaluation of Classified Employees. This job description has been discussed with the employee and supervisor.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date