

Hyde County Schools

BUS DRIVER

NATURE OF WORK

An employee in this class operates a school bus on assigned route(s) and schedule to provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the programs and offerings of the school system. Work involves performing pre-and post-trip inspections of the bus; obeying all traffic laws and school bus regulations while operating the bus; observing all safety regulations and standards for school buses; and maintaining discipline of students assigned to ride the bus. Employee is also responsible for completing all required reports and securing the assigned bus before leaving the vehicle at the conclusion of a run or route. Employee must exercise tact and courtesy in maintaining acceptable relations with parents/guardians of students transported and with school personnel.

DUTIES AND RESPONSIBILITIES

Performs required pre-trip and post-trip inspections and document inspections as required by Transportation Department instructions for bus drivers. Reports mechanical defect(s) or failures to either the transportation director or mechanic.

In accordance with Transportation Department instructions for bus drivers, performs required post-trip inspection, to detect students who may still be on board the school bus asleep or incapacitated, to detect any other irregularities or vandalism to the bus interior.

Operates the assigned school bus on the route(s) and schedule provided by the Transportation Department.

Obeys all traffic laws and school bus regulations while operating the school bus.

Observes all safety regulations and standards for school buses. This includes clearing the school bus and evacuating students quickly in the event of an emergency.

Maintains discipline of students assigned to ride the school bus. Establishes a discipline plan that is consistent with school disciplinary objectives, as stated by the principal, and which provides a clear, progressive plan of consequences for students who cause disciplinary problems and rewards for those who maintain proper school bus safety standards.

Reports undisciplined students to the proper authority.

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Discharges students only at the authorized school or bus stop locations.

Transports only authorized students.

Keeps the school bus clean and free of papers, bottles, cans, food wrappers and other items, which may present a safety problem.

Reports all accidents as required by Transportation Department instructions and remains at the scene of the accident until released by the on-scene transportation director.

Completes all required reports, including such reports as may be required in the event of an accident or incident aboard the school bus.

Remains in charge of all students aboard the bus at the time of an accident, determining the existence and extent of any injuries and maintaining the safety of all passengers.

Secures the assigned bus before leaving the vehicle at the conclusion of a run or route. This includes parking the vehicle properly, making a visual inspection of the bus to check for damage and the possibility of remaining passengers, and securing all windows and doors to protect the interior of the vehicle.

Maintains acceptable relations with parents/guardians of students transported and with school personnel.

Performs other related work as required.

ADDITIONAL JOB FUNCTIONS

May shuttle buses back and forth between schools and the transportation shop.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and some experience driving large vehicles with some experience in transporting humans preferred; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

SPECIAL REQUIREMENTS

Must possess and maintain a valid North Carolina Class A or Class B Commercial Driver's License with school bus certification.

ESSENTIAL JOB FUNCTIONS

Must be physically able to operate a school bus.

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Must be able to quickly decelerate the bus and firmly apply the brake in an emergency situations.

Must be able to turn the steering wheel of the vehicle rapidly in an emergency situation.

Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Requires ability to read correspondence, reports, instructions, etc.

Requires ability to speak to people with poise, voice control and confidence.

Requires ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form.

Requires the ability to coordinate hands and eyes rapidly and accurately in operating a school bus.

Requires the ability to recognize the colors of traffic signals and devices showing standard red, green, and amber.

Requires the ability to talk and/or hear. Requires sufficient hearing ability to distinguish warning sounds made by horns, screeching tires, sirens, grade-crossing alarms and train whistles.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of safe and efficient practices and procedures used in the operation of a school bus.

Considerable knowledge of traffic laws and school bus regulations.

Considerable knowledge of safety regulations and standards for school buses.

General knowledge of Transportation Department instructions.

Ability to physically inspect the bus according to Transportation Department instructions.

Ability to detect and report observable mechanical defects or failures on the school bus.

Ability to maintain discipline of students assigned to ride the school bus.

Ability to maintain a clean school bus.

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Ability to complete required reports.

Ability to understand and follow oral and written instructions.

Ability to exercise independent judgment and initiative in applying standards to a variety of work situations.

Ability to exercise tact and courtesy in contact with parents/guardians or students and with school personnel.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

REPORTS TO: Dean of Students and Support Services/Director of Transportation

FSLA STATUS: Non-Exempt

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform this job.