

Bus Driver

(8 Hour 144 Days)

FLSA Status: Non-Exempt

Created: September 2023

Last Revised: September 2023

DEFINITION: Under general supervision, performs work in the operation and maintenance of school buses and passenger vehicles to ensure the safe and efficient transportation of students and/or assigned personnel along predetermined, scheduled routes or to special events.

DISTINGUISHING CHARACTERISTICS: This position is under the general supervision of the Director of Transportation. Employees are expected to perform assignments with only minimal direction and instruction. This position is distinguished from the Director of Transportation or higher level manager responsible for hiring, training, scheduling, evaluating, and disciplining drivers.

RESPONSIBLE TO: Director of Transportation

PAY RATE: Refer to Classified Personnel Salary Schedule

ESSENTIAL FUNCTIONS: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Drive Defensively by following safe driving practices.
2. Transport all passengers in a safe and courteous manner to various locations within scheduled departure and arrival times.
3. Establish and maintain professional rapport with passengers.
4. Maintain proper order and discipline among students riding the bus.
5. Install tire chains as required.
6. Follow established incident/accident procedures by maintaining accurate records; completing required reports/forms and reporting all incidents/accidents as required.
7. Responsible for condition and cleanliness of the bus by effectively cleaning, sweeping, washing and fueling.
8. Attend scheduled safety meetings and safety programs as required; perform necessary drills with students.
9. Administer emergency first aid to students as required until competent medical assistance is available.
10. Provide special care and assistance as appropriate if passengers are special needs.
11. Control and supervise loading and unloading of buses at designated stops to ensure safety of passengers.
12. Maintain mileage, load and time records as required.

13. Keep supervisor informed about route problems, condition of roads and mechanical irregularities.
14. Inspect and clean buses.
15. Service buses for maintenance.
16. Transport various items (e.g. tools, equipment, supplies) for the purpose of ensuring the availability of materials required at the job site.
17. Clean, repair, and perform preventative maintenance on District vehicles as directed by the Transportation Director.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)

Knowledge of:

- State laws, rules, and regulations pertaining to school bus operations and pupil transportation;
- Basic first aid practices;
- Safe driving practices; and
- Record-keeping practices.

Skill to:

- Operate a bus observing legal and defensive driving practices;
- Perform first aid as needed;
- Interpret, understand, and carry out oral and written instructions; and
- Meet schedules and timelines.

Ability to:

- Maintain vehicles in a clean and safe condition;
- Monitor student passengers' behavior;
- Learn a designated bus route including stops and traffic hazards;
- Use tact, patience, and courtesy with those contacted in the course of work;
- Establish and maintain effective working relationships;
- Work independently in the absence of a supervisor;
- Maintain regular attendance; and
- Maintain good physical condition.

Required Certifications and Licenses:

Must maintain a good driver record.

Successful completion of the course provided by the Nevada Department of Education.

Pass the driving test provided by the Motor Vehicle Department of Nevada.

Possession of an appropriate and valid Commercial Driver's License (CDL).

Experience and Training:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

- Possession of a high school diploma or equivalent.
- One year of experience in driving a bus is desirable.

Physical and Mental/Intellectual Requirements:

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Strength, dexterity, coordination, and vision to drive a school bus safely and effectively for any period of time. Strength and stamina to sit for long periods of time. Dexterity and coordination to handle emergency driving situations. Hearing ability in order to listen for behavioral concerns from students. Some bending, reaching, squatting, and stooping to do minor maintenance checks on the bus. The manual dexterity and cognitive ability to operate a bus under both normal and stressful conditions.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations.

Incumbents and applicants are encouraged to discuss potential accommodations with the employer.

Working Conditions:

Work is performed under the following conditions:

Work environment is generally clean with limited exposure to conditions such as dust, fumes, or odors. Work is normally performed inside of school bus, where noise levels may exceed the average. Disturbances from students may be frequent. May experience hazardous road conditions during the winter months of the year, as well as rain and wind throughout the year.

EVALUATION: Each driver shall be evaluated as per the evaluation policy for transportation personnel.

Employee's Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Employee Name: _____

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____ Date: _____