

THE TROY CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **BUS DRIVER** **File 702**

Reports to: Transportation Director

Job Objectives: Provides for the safe, efficient, and courteous transportation of students.

Minimum Qualifications:

- High school diploma preferred.
- Meets all mandated health requirements.
- A record free of criminal violations that would prohibit public school employment.
- Meets qualifications defined in the current Ohio Revised Code, Ohio Pupil Transportation Operation & Safety Rules, and school board policy.
- Completion of the Ohio Pre-Service School Bus Driver Training Program.
- Valid Commercial Drivers License (CDL) with a school bus endorsement. Meets all prerequisite and ongoing qualifications to be covered by the district's insurance carrier.
- Satisfactory pre-employment and ongoing random drug and alcohol tests results.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Operates the bus according to all motor vehicle laws. Upholds board policies and follows administrative procedures.
- Keeps the transportation director informed about bus activities and emerging issues.
- Supports community partnerships that enhance district programs.
- Practices defensive driving techniques. Maintains established routes and time schedules.
Note: Safety is the top priority even if delays disrupt the bus schedule.
- Transports only authorized passengers. Picks up and unloads students only at approved stops. Updates route sheets and keeps a copy on the bus.
- Performs pre-trip and post-trip safety inspections. Checks fire, emergency equipment, and first aid supplies. Prepares written inspection reports.
- Offers help when students ask for or their behavior suggests they need assistance.
- Supervises bus loading and unloading procedures. Operates the wheelchair lift as needed. Ensures that wheelchairs are properly secured before the bus starts as needed.
- Inspects harnesses, restraints, and other safety devices. Immediately corrects or reports unsafe conditions and/or defective equipment.
- Prepared to offer assistance when aware of passengers with medical or health concerns.
- Monitors student behavior. Enforces safety regulations. Maintains high standards. Upholds the student conduct code.
- Completes and submits bus misconduct reports to the appropriate principal.
- Promotes the proper use and care of school property. Reports student discipline problems or other related concerns to the building principal.
- Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Assumes responsibility for the interior/exterior cleanliness of the vehicle.
- Participates in the district's bus safety program as directed.
- Reports vehicles that fail to comply with traffic regulations as directed.
- Uses proper protocol when operating bus communication equipment.
- Immediately reports all traffic citations. Promptly documents all safety incidences and/or accidents.
- Reports road hazards along the bus route to the transportation director.
- Conducts emergency evacuation drills that comply with current state standards.
- Promptly reports equipment malfunctions in writing.

- Fuels the vehicle and maintains fluid levels as directed.
- Participates in training necessary to maintain a commercial drivers license.
- Participates in staff meetings and professional growth activities as directed.
- Accepts responsibility for work-related decisions and conduct.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism.
- Carries out prescribed activities efficiently with limited supervision.
- Communicates effectively using verbal, listening, and writing skills.
- Works cooperatively to support a successful team effort.
- Reacts productively to interruptions and changing conditions.
- Averts problem situations and helps resolve work-related conflicts.
- Maintains an acceptable attendance record and is punctual.

**Working
Conditions:**

District policies/procedures address workplace issues to minimize exposure to the following situations and factors that may not always be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties require operating and riding in a vehicle.
- Duties may include bending, crouching, kneeling, reaching, and standing.
- Duties may include lifting, carrying, and moving work-related supplies/equipment.
- Duties may include balancing, bending, climbing, crouching, kneeling, reaching, standing, working at various heights, and in confined spaces.
- Duties may include working in proximity to moving mechanical parts.
- Duties may include performing repetitive tasks quickly.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Duties may include wearing protective clothing and using safety equipment.
- Duties may include working under time constraints to meet deadlines.
- Duties may include traveling to meetings and work assignments.

**Performance
Evaluation:**

Job performance is evaluated according to the negotiated bargaining agreement.

The Troy City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability.

Revised: June, 2003

Signature: _____ Date: _____