

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

11/15	SCHOOL BUS DRIVER	2.11.2
Effective Date	Job Title	Index

PURPOSE

To improve student achievement by transporting students to and from school and school-related activities and non-profit organizations. Drivers who serve as standby drivers, to assist other drivers and support personnel as needed.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor. Methods of performing tasks are outlined or explained in general terms and a supervisor reviews work at regular intervals during progress and upon completion.

ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:

Driving a school bus on an assigned route in all weather conditions; communicating with dispatcher en route as necessary.

Loading and unloading students at specific stops on an established time schedule.

Providing students a safe and nurturing environment on the bus.

Conducting vehicle pre and post trip inspection as prescribed by law.

Reporting mechanical difficulties to according to District prescribed QAM process.

Completing forms and reports as assigned, i.e., driving hours, student counts, bus stop times, trip sheets and mileage reports

Maintaining bus to provide safe and hygienic atmosphere, inside and out.

Driving bus on special trips outside or inside the District.

Maintaining discipline on bus and reporting discipline problems to appropriate staff; attending student-parent meetings regarding school bus discipline problems, as required.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

Laws, rules and regulations governing the operation of a school bus

Traffic signs and devices

Safe motor vehicle driving techniques.

State and district rules regarding traffic safety, passenger loading and unloading, and student discipline

Proper use of communication devices such as radios and other equipment

How to use city and highway maps

Ability to:

Operate large school buses in a safe and lawful manner during varying weather, road, and traffic conditions; and to recognize when conditions are unsafe for bus operation

Maintain appropriate decorum with students of multicultural, language, age, emotional, and behavioral differences.

Learn specific bus routes, complete scheduled routes in a timely manner, and adjust to periodic changes in schedules and routes

Operate buses for extended periods of time for over-the-road special activity trips and to drive safely in unfamiliar surroundings varying from congested city streets to mountain and rural roadways

Maintain safe and appropriate atmosphere among students while they are being transported and communicate discipline issues to appropriate administrators.

Recognize potential mechanical and safety equipment problems and report as designated in QAM procedures.

Write legibly; and to make clear, brief, factual written and oral reports

Maintain a safe driving record and appropriate licensure and certification

Communicate orally and in writing in English

Establish and maintain effective working relationships with those contacted in the course of work

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

Experience:

Three years of experience driving personal and/or commercial vehicles.

Training:

High school diploma, GED, **OR** any combination of education and experience which would provide the applicant with the desired skills, knowledge, and ability required to perform the job.

Special Requirements

Possession of, or ability to obtain and maintain, following a period of training, licenses necessary for operating a school bus.

Driver who serves as **stand-by driver** will be expected to be familiar with all bus equipment and bus routes and department processes.

Work Environment:

Driving in all weather conditions, seated in a school bus of various makes or models. May be exposed to inclement weather conditions and hazardous traffic and/or driving conditions. Exposure to noise levels ranging from moderate to very loud.

High level of contact with students and interaction with District personnel.

Physical Requirements:

Must be able to sit for extended periods of time. Regular climbing, balancing, stooping, kneeling, walking and crouching. Frequent reaching, handling, fingering, talking and hearing. Vision: Frequent near and far acuity, depth perception, focal length change, color vision and peripheral vision.

Strength: Medium-Heavy – Exert force to 50- 100 pounds occasionally and/or 25-50 pounds of force frequently, up to 10 pounds frequently. i.e., lifting tire chains. May involve significant stand/walk/carry/push/pull.

NOTE: Safety sensitive job class. Employees in this job classification will be subject to random selection for mandatory alcohol/controlled substance testing.

Salem-Keizer School District is an equal opportunity employer.

Position: School Bus Driver

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name : _____