

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

11/15	SPECIAL PROGRAMS DRIVER	2.11.3
Effective Date	Job Title	Index

PURPOSE

To improve student achievement by transporting students to and from school involved in programs for developmentally delayed , physically impaired, bilingual students, teen mothers or other students involved in special programs.

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 and developing specific route schedule based on location of pick up and drop off points; communicating with dispatcher en route.

Loading and off loading students at specific stops on an established time schedule; responding to individual needs of students; assisting wheel-chair bound students and students requiring special equipment, during loading and unloading and securing wheel-chairs and securement seats/equipment in a safe manner during transport.

Watching for and awareness of behavior, which should be reported to those responsible for the student's health, emotional and behavioral care.

Conducting vehicle pre and post trip inspections 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 and 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.

Performing related duties consistent with job description and assignment.

Maintaining regular and consistent attendance and punctuality.

MINIMUM QUALIFICATIONS

Knowledge of:

Student health, emotional and behavior elements common to students with special needs

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

How to use city street maps to find locations and map-out appropriate routes

Ability to:

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

Cope with physical and emotional situations inherent in working with special needs students

Work with and communicate with students who have a difficult time understanding or making themselves understood

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

Use proper radio communication equipment

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

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

Maintain discipline among students while they are being transported

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 in English

Maintain a safe driving record and appropriate licensure and certification

Establish and maintain positive and 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 and interaction with students. Maintains contact with District personnel and outside agencies/community.

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. Required to lift tire chains, wheel chairs, car seats and perform bus evacuations. May involve significant stand/walk/carry/push/pull/squat/kneel.

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: Special Programs Driver

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

Signature: _____

Date: _____

Print Name : _____