

Corning Union Elementary School District
Job Description

JOB TITLE: BUS DRIVER

Salary Range:	24	Department: Transportation
Reports To:	Transportation Supervisor	Approved by: October 11, 2017 Board of Trustees

POSITION SUMMARY:

To provide safe and timely transportation of students to and from school and school related functions. Maintain order among riders. Because of the nature of providing transportation to and from schools, a bus driver's schedule may regularly include early morning (before 6:00 a.m.) and late afternoon/evening (after 5:00 p.m.) beginning and ending times. It may also regularly include a split shift of more than three hours between the morning and afternoon routes. The salary range listed above reflects compensation for these regularly occurring events.

ESSENTIAL FUNCTIONS:

Transports children to and from school and school functions safely and in a timely manner.

Performs daily bus check-out procedures in accordance with State and local requirements.

Brings bus malfunctions to the attention of the mechanic or Transportation Supervisor as soon as possible.

Maintains discipline in the bus and safety in and around the bus.

Works cooperatively with school sites regarding student behavior and reports in a timely fashion witnessed incidents to the school site or designee.

Operates standard wheelchair bus equipment including proper strapping.

Keeps records of student bus behavior, and infractions.

Ensures student safety by conducting a "child check" at the conclusion of each route.

Maintains necessary records/logs and route sheets (rider list) in accordance with District and State requirements.

Performs periodic safety drills as required by law.

Maintains bus or transportation vehicle in a clean and orderly condition.

Maintains the necessary license(s) to operate a school bus by receiving required training

hours each year.

Attends additional training and/or inservice opportunities as offered by the District.

May need to administer first aid as required, contacting the appropriate administrator in case of any injury or serious illness.

OTHER RESPONSIBILITIES (NONESSENTIAL FUNCTIONS):

Performs other work related duties as assigned.

PERSONAL QUALITIES:

Appearance, grooming, and dress must be functional and appropriate for working actively with children, as well as setting a good example for students. Proper footwear is required to ensure driver safety.

Ability to work productively alone, in small and/or large groups with people of all ages, and the ability to deal with conflict constructively.

Must have personality to maintain human relationships required by a public service agency, and be able to exercise discretion, tact, and confidentiality when meeting and working with staff, parents, and the public.

QUALIFICATIONS/EDUCATION:

Licensed to operate a school bus.

Ability to operate a wheelchair school bus.

Ability to speak, read, write, and communicate effectively in English.

Ability to work independently with a minimum of guidance and supervision, following oral and written directions.

Must have personality to maintain human relationships demanded in a public service agency, and the ability to deal effectively with staff, parents, students, administrators, etc.

High school diploma or equivalent desirable.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Physical aspects that this position classification must perform in carrying out essential job functions are as follows:

Persons performing service in this position classification will sometimes exert up to 50 pounds of force to lift, carry, push, pull, or otherwise move objects (must have assistance for

anything over 50 pounds).

Involves sitting most of the time, but will involve walking, going up and down steps, and standing as well.

Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate a school bus and other transportation vehicles (van, etc.)

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise and vibration level in the work environment is usually moderate but could be high depending on road conditions and student activity. Employee will be exposed to diesel fuel, soap and cleaning solutions.