

CHURCHILL COUNTY SCHOOL DISTRICT

SCHOOL BUS DRIVER

FLSA STATUS: Non-Exempt

Created: 06/2013

Last Revised: 04/2015

DEFINITION

Performs work in the operation of a school bus and/or other passenger vehicle by ensuring the safe and efficient transportation of students and/or assigned personnel along predetermined, scheduled routes and/or to special events.

SUPERVISED RECEIVED AND EXERCISED

This position is under the general supervision of the Director of Transportation and/or designee. 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 by the lack of responsibility for hiring, training, scheduling, evaluating, and disciplining other drivers.

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

1. Drives District bus, or assigned passenger vehicle, over designated routes to transport all passengers in a safe and courteous manner within scheduled departure and arrival times to district authorized locations.
2. Drives defensively by following safe driving practices.
3. Maintains and submits proper documentation as required, i.e.; route sheets, attendance records, field trip sheets, log sheets and driver vehicle inspection reports.
4. Maintains and cleans vehicles on the inside and outside; keeping floors swept and trash cans empty; wiping upholstery; ensures vehicle is fueled and fluid level are at proper levels; fuels and service vehicle as needed; installs snow chains as needed.
5. Maintains appropriate behavior among students, and other passengers on buses documenting disruptive students/passengers and forwarding information to Transportation Manager; follows District policies regarding student control and contact with parents/guardians and the public.
6. Administers emergency first aid to students as required until competent medical assistance is available.
7. Attends mandatory safety meetings and safety programs as required; performs emergency evacuation drills as required.

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8. Establishes and maintains professional rapport with passengers.
9. Inspects bus prior to operation as required by law; perform pre-trip and post-trip inspection to buses in accordance with predetermined safety inspection requirements, and report any discrepancies to the Vehicle Maintenance Department in a timely manner.
10. Follows established incident/accident procedures by maintaining accurate records; completing required reports/forms and reporting all incidents/accidents as required.

QUALIFICATIONS – *Knowledge, skills, 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
- Recordkeeping practices.

Skills 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.

Abilities to:

- Maintain vehicles in a clean and safe condition;
- Monitor students and 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; and
- Maintain regular attendance.

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Required Certifications and Licenses:

Possession of an appropriate and valid Commercial Driver's License (CDL); maintain such a license throughout employment.

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 and ability is:*

Experience:

One (1) year of experience in driving a bus and other passenger vehicles is desirable.

Training:

Possession of a high school diploma or its equivalent (GED).

Required Certifications and Licenses:

A Nevada Class B Commercial Driver's License with required endorsements that allow applicant/employee to operate a school bus or Class A commercial vehicle. License must be maintained for the duration of the assignment.

Must have a clean State of Nevada motor vehicle record at the time of hire. Must be maintained for the duration of employment.

Possession of or ability to obtain a current Cardiopulmonary Resuscitation (CPR) certificate from the American Heart Association, American Red Cross, or other similar organization within six (6) months of hire. Certification must be maintained for the duration of the assignment.

Must be able to pass and retain a USDOT CDL Physical as described in 49 CFR 391.41-49 of the Federal Motor Carrier Safety Regulations.

Must possess and maintain a valid Nevada Driver's License.

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Physical and Mental/Intellectual Requirements: *The physical and mental 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 for prolonged periods 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 stressful conditions.

Must be able to lift objects in excess of twenty-five pounds (25) and occasionally lift or move objects weighing fifty pounds (50).

Please see chart below indicating specific physical requirements.

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 individuals are encouraged to discuss potential accommodations with the employer.

PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSEIAL FUNCTIONS	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting	X			
Standing		X		
Walking		X		
Bending/Stooping/Squatting/Twisting			X	
Crawling	X			
Kneeling		X		
Reaching above the body		X		
Reaching away from body		X		
Climbing Stairs	X			
Climbing while working (ladders, stools, roofs, poles)		X		
Balancing	X			
Lifting &/Or Carrying objects:				
50 Pounds or 1/3 Bodyweight		X		
Pushing		X		
Pulling		X		
Grasping/Gripping		X		
Handling		X		
Applying Torque (arms)		X		
Fine Manipulation	X			

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Repetitive Work			X	
Weight Barring		X		
Typing, Keyboarding, or Entering Data	X			
Computer Monitor/CRT	X			
Driving a Vehicle	X			
Working Alone	X			
Operating Machinery or Equipment:		X		
Heavy Equipment			X	
Vibrating Equipment		X		
Power Tools			X	
Machine/Electrical Hazards	X			
Ladders > 6 Feet	X			
Personal Protective Equipment	X			
Respirator Use	X			
Work Conditions:				
High Noises			X	
Heights	X			
Confined Spaces	X			
Heat Stress	X			
Cold Stress	X			
UV Exposure	X			
Hazardous Chemicals/Waste		X		
>8 Hours Per Day	X			
Overtime/Irregular Hours	X			
Senses:				
Eyes				X
Visual Demanding Work		X		
Near Vision			X	
Far Vision			X	
Depth Perception	X			
Basic Color Discrimination				
Audio Arms				
Ability to Smell	X			

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.

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

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Employees Name: _____

Employees Signature: _____ Date _____

Human Resources Signature: _____ Date: _____