



## **BUS DRIVER**

### **GENERAL RESPONSIBILITIES**

The position is responsible for operating and transporting school-aged children and other authorized personnel safely and efficiently to and from schools and special events.

### **ESSENTIAL FUNCTIONS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Conduct a daily pre-trip safety inspection of the vehicle prior to transporting children according to state mandated guidelines.
- Conduct semi-annual bus evacuation drills as required by the Department of Education.
- Report operating and equipment deficiencies.
- Maintain safety equipment and report unsafe bus conditions.
- Adhere to the preventive maintenance schedule.
- Complete required forms and reports in an accurate and timely manner.
- Obey all traffic laws and observe mandatory safety regulations for school bus operations; adhere and comply with safety rules, motoring regulations and laws.
- Maintain assigned schedule and discharges students only at authorized stops.
- Transport only authorized students.
- Load bus according to established procedures.
- Assign seats to all students; follow designated route schedule.
- Ensure that all pupils are accounted for and all runs are covered.
- Transport students on field trips and outings, athletic events, and other extracurricular events, often in the evening and at night as assigned.
- Ensure passenger safety; maintains discipline on bus.
- Conduct periodic emergency bus evacuation drills.
- Notify proper authorities in case of bus breakdown or deviation in schedule.
- Report all accidents immediately, requesting police or ambulance service as needed, complete required accident reports
- Wash bus; clean bus inside and out; fuel bus as required.
- Make bus available for periodic maintenance.
- Attend all scheduled meetings.
- Perform related work as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Possess a good knowledge of the procedures and federal/state laws governing the safe operation of a school bus, prior to the completion of the school division's training program. General knowledge of the problems involved in operating a school bus; general knowledge of the geography of the city and the location of streets; skill in the safe operation of a school bus; ability to operate the vehicle safely over an assigned route according to a definite time schedule which may require driving during pre-daylight and dusk periods; ability to detect malfunctioning equipment; ability to assist children using patience and understanding; ability to establish and maintain effective working relationships with school officials, parents, associates and students.

### **EDUCATION AND EXPERIENCE**

#### **Required:**

High School Diploma or GED

#### **Preferred:**

A comparable amount of training and experience maybe substituted for the minimum qualifications.



**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, grasping, repetitive motion, reaching, and driving. Occasional walking, standing, bending, balancing, climbing, and fingering. Work involves moderate exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, extreme vibrations, hazards such as moving vehicles, moving mechanical parts, etc. and/or loud noises. Ability to lift up to 50 pounds occasionally and over 50 pounds rarely. Requires timely and regular adherence to established work schedules. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid Virginia Commercial Driver’s License.  
Completion of the Bus Driver Training Program offered by the school system.  
Have a yearly physical examination as required by the Code of Virginia and regulations of the Board of Education.  
Regular and reliable attendance is an essential function of this position.

FLSA Status: Non-Exempt	Description: 4/9, 7/20
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