



Job Title: Bus Driver
 Job Family: Transportation
 Pay Program: Classified
 Job Code:
 Typical Work Year: 9 months

SUMMARY: Transport, safely and expediently, students to and from home, between schools and on District sponsored trips. Monitors students at designated crossings to ensure students have safe passage.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Tasks Descriptions	Frequency	% of time
<p>1. Operate a school bus or other District vehicles safely at all times. Responsible for the safe and expedient transportation of students, including driving bus route according to bus stop locations and time schedules (may deviate from prescribed route in cases of illness, emergency or road conditions); monitoring behavior and actions of students on school bus while driving routes, to include noise levels and settling student disputes; communicating with Transportation personnel, parents and school officials regarding student behavior (may include watching videos, asking department staff for parent contact information and phone parents for assistance in changing the students behavior, write misconduct forms); and completing various forms and reports including field trips, pre-trip/post-trip inspections and vehicle log sheets. Aid in the loading and unloading process of students needing assistance in boarding as well as those with special needs, via stairs or lift mechanisms. Monitor student riders for any suspected child abuse, sexual harassment, bullying, bodily fluids cleanup and medical conditions (e.g., diabetic shock, seizures, respiratory conditions, etc.).Monitors students at designated crossings to ensure students have safe passage. Operate vehicles during inclement weather.</p>	Daily	70%
<p>2. Perform and document daily pre-trip inspection on bus in accordance with District policy and procedure as well as local, state and federal laws and regulations., Perform routine operator maintenance including, but not limited to, pre/post inspections, sweeping interior, wiping upholstery, cleaning windshields, and reporting equipment defects.</p>	Daily	5%
<p>3. Communicate in person and on a two-way radio for routine, urgent and emergency situations. Report all unsafe route and bus stop conditions to the Supervisor.</p>	Daily	5%
<p>4. Use proper procedures when working with special education and wheel chair students. Ensure that all seatbelts, safety vests and any other required restraint devices are used properly.</p>	Daily	5%
<p>5. Attend all training and safety meetings, including all in-services that are required by the District.</p>	Ongoing	5%
<p>6. Verify route times at beginning and throughout the year to maintain the accuracy of the schedulers' assignments. Provide information to Supervisor for updating maps and routes.. Update personal route data and maps..</p>	Ongoing	5%
<p>7. Perform other job-related duties as assigned.</p>	Ongoing	5%
<p>TOTAL</p>		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- No experience required.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Must be at least 21 years of age.
- Valid Iowa driver’s license.
- Possess a valid Class A or B Commercial Driver’s License with air brakes, school bus, and passenger endorsements
- Successful completion of training required by the Iowa Department of Education.
- Must maintain a current DOT Medical Examiner’s Certificate.
- Successful completion of District Driver Training Program.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to communicate effectively (verbally and in writing) in English.
- Knowledge of city and county road networks and location of schools in the district.
- Knowledge of driving a bus and working parts of bus preferred at hire.
- Ability to maintain confidentiality in all aspects of the job.
- Critical thinking and problem solving skills.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to work with students with diverse backgrounds and abilities.
- Knowledge of Iowa and Federal laws as they relate to the transportation of students.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Contributes to creating a positive work environment.
- Demonstrates initiative and ability to work without close supervision.
- Arrives on time and works consistently until the end of his/her scheduled day.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of assigned school buses and/or District vehicles required.
- Operating knowledge of basic maintenance and emergency equipment including radio, flares, triangles etc. required.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	Position Title	Job Code
Reports to:	Director of Transportation	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

The physical demands, work environment factors and mental functions described below 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.

- Be free of impairment of the use of a foot, leg, hand, finger, or an arm, or other structural defects or limitations likely to interfere with the ability to safely control a school bus.
- Depressing fuel and brake pedal with right foot and leg requiring 70 psi.

Physical Activities:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		x		
Walk		x		
Sit				x
Use hands to finger, handle or feel				x
Stoop, kneel, crouch, or crawl			x	
Taste	x			
Speak				x
Listen				x
Smell				x
Reach with hands & arms			x	
Climb or balance			x	

Weight & Force Demands:	Amount of time			
	Rarely	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			x	
Up to 25 pounds		x		
Up to 50 pounds		x		
Drag up to 100 pounds		x		
More than 100 pounds		x		

Mental Activities:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		x		
Analyze		x		
Communicate			x	
Copy	x			
Coordinate		x		
Instruct			x	
Compute		x		
Synthesize	x			
Evaluate		x		
Interpersonal Skills				x
Compile		x		
Negotiate		x		

Work Environment:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or Humid Conditions (non-weather)			x	
Work near moving mechanical parts		x		
Work in high, precarious places	x			
Fumes or airborne particles				x
Toxic or caustic chemicals		x		
Outdoor weather conditions		x		
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock		x		
Work with explosives	x			
Risk of radiation	x			
Vibration			x	

Vision Demands:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	x
Peripheral vision	x
Depth perception	x
Ability to adjust focus	x

Noise Level:	Exposure Level:
Very quiet	
Quiet	
Moderate	
Loud	
Very Loud	x