



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	Bus Driver
SCHOOL/DEPARTMENT	Transportation
SALARY	Hourly plus supplement
FLSA STATUS	Non Exempt
REPORTS TO	Director of Transportation or Assistant Director
SUPERVISES	None
WORK WEEK SCHEDULE	Monday - Friday
WORK HOURS	Varies based on assigned routes
NUMBER OF MONTHS PER YEAR	10

POSITION PURPOSE:

The School Bus Driver operates a school bus on assigned route(s) and schedules to provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the programs and offerings of the school system. Work involves performing pre-and post-trip inspections of the bus; operating a bus; obeying all traffic laws and school bus regulations while operating the bus; observing all safety regulations and standards for school buses; and maintaining discipline of students assigned to ride the bus. Employee is also responsible for completing all required reports and securing the assigned bus before leaving the vehicle at the conclusion of a run or route. Employee must exercise tact and courtesy in maintaining acceptable relations with parents/guardians of students transported and with school personnel.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of safe and efficient practices and procedures used in the operation of a school bus
- Considerable knowledge of traffic laws and school bus regulations

- Considerable knowledge of safety regulations and standards for school buses
- General knowledge of Transportation Department Operating Instructions
- Ability to physically inspect the bus according to Transportation Department Operating Instructions
- Ability to detect and report observable mechanical defects or failures on the school bus
- Ability to maintain discipline of students assigned to ride the school bus
- Ability to maintain a clean school bus
- Ability to complete required reports
- Ability to understand and follow oral and written instructions
- Ability to exercise independent judgment and initiative in applying standards to a variety of work situations
- Ability to exercise tact and courtesy in contact with parents/guardians or students and with school personnel
- Ability to establish and maintain effective working relationships as necessitated by work assignments

EDUCATION, TRAINING, AND EXPERIENCE

- Graduation from High School
- Experience driving large vehicles
- Any equivalent combination of training and experience that provides the required skills, knowledge and abilities

CERTIFICATION AND LICENSE REQUIREMENTS

- Must possess and maintain a valid North Carolina Class A or Class B Commercial Driver's License with school bus certification and S and P endorsements
- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Experience transporting human beings as opposed to cargo
- Previous experience driving a school bus

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform required pre-trip and post-trip inspections and document inspections as required by Transportation Department Operating Instructions for bus drivers
2. Report mechanical defect(s) or failure(s) to either the Fleet Maintenance Supervisor, Bus Driver Manager, the mechanic on-duty at the bus parking site or the school bus garage control center; in the event the assigned school bus is declared unfit for service, performs pre- and post-trip inspections on substitute school bus
3. In accordance with Transportation Department Operating Instructions for bus drivers, perform required post-trip inspection to detect students who may still be on board the school bus asleep or incapacitated and to detect any other irregularities or vandalism to the bus interior
4. Operate the assigned school bus on the route(s) and schedule provided by the Bus Driver Manager
5. Report to the Bus Driver Manager on the day of occurrence, any students added to or deleted from the route by the school principal which will necessitate a change in the route, bus stops and/or schedule

6. Obey all traffic laws and school bus regulations while operating the school bus
7. Observe all safety regulations and standards for school buses including, but not limited to, clearing the school bus and evacuating students quickly in the event of an emergency
8. Possess a copy of the current Handbook for the School Bus Driver and the Safety Assistant; refer to it periodically for guidance and to answer questions
9. Maintain discipline of students assigned to ride the school bus
10. Establish a discipline plan that is consistent with school disciplinary objectives, as stated by the principal, and that provides a clear, progressive plan of consequences for students who cause disciplinary problems and rewards for those who maintain proper school bus safety standards
11. Report undisciplined students to the responsible school principal
12. Discharge students only at the authorized school or bus stop locations
13. Transport only authorized students
14. Keep the school bus clean and free of papers, bottles, cans food wrappers and other items which may present a safety issue
15. Report all accidents as required by Transportation Operating Instructions and remain at the scene of the accident until released by the on-scene transportation supervisor
16. Complete personal time card and required reports, including reports required in the event of an accident or incident aboard the school bus
17. Remain in charge of all students aboard the bus at the time of an accident, determining the existence and extent of any injuries, and maintaining the safety of all passengers
18. Secure the assigned bus before leaving the vehicle at the conclusion of a run or route; includes parking the vehicle properly, making a visual inspection of the bus to check for damage and the possibility of remaining passengers, (turn off child minder alarm), and secure all windows and doors to protect the interior of the vehicle
19. Maintain acceptable and appropriate relationships with parents/guardians of students transported and with school personnel
20. Perform additional duties as assigned by the Transportation Director or Assistant Director

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*