



REVISED:
11/15/2016

JOB TITLE:	BUS DRIVER- PERMANENT/PART-TIME, NO ESCROW
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8818
BARGAINING UNIT:	CLAT

SCOPE OF RESPONSIBILITIES

Provides safe transportation of students to their assigned school. Drivers must successfully complete a school bus driver training program and remain current on all pupil transportation policies and procedures. This position will not have equalized (escrow) checks.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Operates the school bus in accordance with all laws, rules and regulations of the State Board of Education and the Jefferson County Public Schools

Observes the schedule and routes provided by transportation services

Reports promptly to the area coordinator when unable to drive allowing adequate time for the assignment of a substitute driver

Successfully demonstrates acceptable student management techniques and follows established procedures for reporting student management concerns to building principals

Reports all accidents and/or injuries to assigned compound and transportation offices

Submits required reports and attends meetings when required by administrative staff

Performs a minimum of four (4) emergency bus evacuation drills annually at each school under the supervision of the principal

Completes appropriate form to report all vehicle safety and mechanical concerns

Provides effective communication with parents, students, and District personnel

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work requires bending, squatting, crawling, climbing, reaching, with the ability to carry, push, or pull medium weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Valid commercial driver's license with evidence of a good driving record

Must be 21 years of age

Practices effective written and verbal communication skills

Effective communication skills

DESIRABLE QUALIFICATIONS

Knowledge of school system policies and procedures

