JOB TITLE:	DRIVER BUS
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, BUS
WORK YEAR:	186 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8814
BARGAINING UNIT:	CLAE

NEW: 07/01/2026

Submitted: 02/25/2026

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.

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
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

The following physical activities are required rarely (up to 25% of the workweek): crawling, crouching, and kneeling. Bending, climbing lifting, pulling, and pushing up to 10 lbs, standing and walking are required occasionally (up to 50% of the workweek). Balancing and talking are required frequently (up to 75% of the workweek). Driving, feeling, grasping, hearing, reaching, repetitive motion with hands, and visual acuity are required constantly (up to 100% of the workweek).

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
Experience working with children from diverse background