JOB TITLE:	DRIVER BUS- PERMANENT/PART-TIME, NO ESCROW
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 5
WORK YEAR:	184 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8818
BARGAINING UNIT:	CLAT

NEW: 07/01/2019

Submitted: 06/11/2019

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

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

DESIRABLE QUALIFICATIONS

- Knowledge of school system policies and procedures

Experience working with children
Experience in a diverse workplace