



NEW: 07/01/2019
Submitted: 06/11/2019

JOB TITLE:	DRIVER BUS/COMPOUND ASSISTANT
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 5
WORK YEAR:	184 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8816
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Assists the compound administrators with the daily operation of the assigned compound and drives a school bus as assigned.

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
- Assumes responsibility for daily compound operations as assigned by the Area Coordinator and/or Assistant Coordinator
- Maintains familiarity with bus routes and area to which assigned
- Maintains proficiency in basic computer skills to effectively operate District computer programs
- Assists supervisor in routing, scheduling, and updating current data relative to the operation of the compound
- Provides effective communication with parents, students, community organizations, and District personnel
- Schedules school bus fleet for maintenance to ensure safe transportation for District students
- 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 lift, 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

- Satisfactory experience as a school bus driver
- Knowledge of all Federal and State Pupil Transportation regulations
- Experience in a diverse workplace