



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

JOB TITLE:	DRIVER SHUTTLE BUS
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IB, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8817
BARGAINING UNIT:	CLAE

#### SCOPE OF RESPONSIBILITIES

Assists in the direct supervision of student activities by maintaining order and acceptable conduct of students. Provides protection for students and faculty by patrolling all school grounds. Provides safe transportation between intra-campus school buildings for the students. Completes 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

Demonstrates successfully acceptable student management techniques and follows established procedures for reporting student management concerns to building administrators

Reports all accidents and/or injuries that occur in the assigned school or bus

Submits required reports and attends meetings when required by administrative staff

Performs a minimum of four (4) emergency bus evacuation drills annually 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

Prevents trespassers from entering the school building or remaining in the building if there without authorization; monitors individuals accessing the school building and follows visitor protocols

Monitors student activity during loading and unloading of school buses, in the hallway and cafeteria and escorts students to the office when assistance is requested by school staff

Assists the local school administration in forming and implementing policy or procedures for dealing with student discipline and makes recommendations to the local and system wide service office administration for the improvement of the security plan for the assigned school

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

Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is performed while sitting, standing or walking. 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 GED

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

Must be 21 years of age

Meet qualifications for commission from Department of Justice
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Effective communication skills
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<b>DESIRABLE QUALIFICATIONS</b>
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Knowledge of school system policies and procedures
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Experience working with children
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Experience in a diverse workplace
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