



REVISED:
08/12/2013

JOB TITLE:	SHUTTLE BUS DRIVER
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. Must successfully complete a school bus driver training program and remain current on all pupil transportation policies and procedures.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
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- Operates the school bus in accordance with all laws, rules and regulations of the State Board of Education and the Jefferson County Public Schools
- Successfully demonstrates 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
- 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 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 systemwide service office administration for the improvement of the security plan for the assigned school
- 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
- Practices effective written and verbal communication skills
- Meet qualifications for commission from Department of Justice

Effective communication skills

DESIRABLE QUALIFICATIONS

Knowledge of school system policies and procedures
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Experience working with children
