

AMELIA COUNTY PUBLIC SCHOOLS
AMELIA, VIRGINIA 23002
JOB DESCRIPTION

TITLE: School Bus Driver
REVISION DATE: August 2017
LOCATION: Amelia County Public Schools
STATUS: Non-Exempt, Full Time – 181 Days

PRIMARY PURPOSE:

To drive an Amelia County Public Schools' bus in a safe manner transporting only authorized passengers. To cooperate with the Transportation Supervisor in providing an efficient and effective transportation system.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides for the safety of the students and passengers at all times;
- Sets desirable standard of courtesy and orderliness for the students to follow;
- Adheres to established schedule as much as possible;
- Maintains a spirit of cooperation and discipline of the bus;
- Consults with administration, teachers, parents, coordinators and other transportation officials in maintaining and operating a safe school bus;
- Cooperates with parents and school authorities in arranging bus stops for economy and safety;
- Makes and reports simple emergency repairs when necessary;
- Assists a new driver to make a correct start, when appropriate;
- Operates the bus skillfully and safely;
- Is familiar with the regulations of the State Board of Education as pertains to student transportation;
- Keeps the bus in good operating condition and reports immediately what seems not to be operating correctly;
- Follows and obeys all traffic signs;
- Assigns seats to students when necessary;
- Observes carefully all laws, traffic regulations, and the rules of the road;
- Reports discipline problems immediately to the proper authority;
- Exercises responsible leadership when on field trips;
- Transports only authorized students and adults;
- Reports all accidents and completes the required reports in timely and efficient manner;
- Enforces all regulations for students riding Amelia County School buses;
- Assesses incidents, complaints, accidents and/or potential emergency situation for the purpose of resolving or recommending a resolution to the situation;

- Attends all service and safety meetings for the purpose of conveying and/or gathering information required to perform job functions;
- Prepares written materials (e.g. discipline report, attendance record, etc.) for the purpose of documenting activities providing written reference and meeting mandated requirements;
- Performs other duties as assigned by assigned supervisor or the Superintendent

MARGINAL JOB FUNCTIONS

1. Professional Development – Be involved in professional enrichment to the extent necessary to keep abreast of development in the appropriate field related to the essential job functions.
2. Transportation of Equipment – Lift, move, carry and otherwise transport equipment and materials weighing up to 25 pounds.
3. Professional and Confidential – Be professional in dealing with all school matters. All matters are to be kept confidential. Reports are made to the appropriate person or group. Have qualities and personal characteristic necessary for working effectively with students, parents/family members, teachers, and administrators
4. Working with Groups – Serve with colleague and administrative groups as requested in advancing necessary activities and objectives.
5. Record-keeping – Perform all record-keeping functions as are necessary and appropriate.
6. Public Relations - Demonstrate a positive relationship and good overall customer service with all stakeholders.

SUPERVISION EXERCISED:

None

SUPERVISION RECEIVED:

The Bus Driver performs duties under the supervision of the Transportation Supervisor and Director of Operations

MINIMUM QUALIFICATIONS:

- Minimum of a High School Degree or equivalent required
- Possess or be eligible to obtain (within a probationary period) the following licenses:
 - Virginia Motor Vehicle Operator’s license
 - Virginia Commercial Driver’s License (CDL) with School Bus Driver endorsement
- Maintain satisfactory health condition as certified by a competent medical authority and pass all drug testing
- Possess a CPR certificate or be eligible to obtain within a probationary period is desirable
- Required to be independent and capable of working without direct supervision to transport students or passengers safely
- Required to work efficiently under pressure and handle a crisis situation in a reasonable and professional manner

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- **Skills** are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include but are not limited to: current and emerging industry issues, adhering to safety practices, operating school buses and /or division vehicles, and preparing and maintaining accurate records.
 - Demonstrate appropriate literacy skills to read and write at a level necessary to write brief reports, read work orders, follow directions, read labels and manuals, read to pass the CDL license test, and understand materials presented in driver training sessions
 - Demonstrate good communication skills, both written and oral, and ability to establish and maintain positive and effective working relationships with staff and the public
- Ability to use computer/technology and applicable software as needed
- Demonstrate appropriate literacy skills to read and write at a level necessary to write brief reports, read work orders, follow directions, read labels and manuals, read to pass the CDL license test, and understand materials presented in driver training sessions
- Ability to operate a school bus, tractor, and other division vehicles and equipment
- Demonstrate good communication skills, both written and oral, and ability to establish and maintain positive and effective working relationships with staff and the public
- Ability to operate computers/technology to manage records and other writing materials
- Ability to orally communicate effectively with others, with or without the use of an interpreter
- Ability to communicate effectively in writing, using the English language with or without the use of auxiliary aids or services
- Ability to review, understand and apply concepts presented in training programs, conferences and/or professional literature
- Ability to work with and cooperate with staff at all levels
- Ability to work independently after receiving directions without constant supervision
- Ability to observe and follow all school division policies at all times
- Ability to keep student and personnel information and records confidential
- Possess high moral standards and integrity
- Demonstrate professional and personal characteristics necessary for working effectively with school personnel and members of the community

WORKING CONDITIONS AND REQUIREMENTS:

This position may be on call for emergency situations, including weather and other emergencies. Work may be performed indoors, or in confined or dusty spaces; and in outdoor locations, in all types of weather including adverse conditions of snow, rain, and extreme temperatures. The duties of this position are complex and diverse. Successful candidates must have the ability to multitask, deal with change, and show initiative and assume responsibility for working productively with minimal supervision. Must have the ability to sit or stand for extended periods of time. The individual must be able to see and read a computer screen and printed material with or without visual aids, hear and understand speech at normal levels and on the telephone, speak clearly and in audible tones in person and on the telephone, follow oral and written instructions, and be physically agile to lift up to 25 pounds.

The Amelia County Public Schools reserves the right to update, revise or change this position description and related duties at any time.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

(Updated: October, 2017)