

STARK COUNTY CUSD #100
Job Description

Job Title: BUS/VAN DRIVER

Reports To: Transportation Director/Administrator

Evaluated By: Transportation Director/Administrator

WORK YEAR: 175 DAYS for regular route drivers

WORK DAY: Approximately 3.66 HOURS for regular route drivers – other routes will vary

JOB GOAL: To transport students to and from a variety of school sites and to assure their safety while passengers in the school bus. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class is responsible for ensuring the safety of all passengers including special education students while operating the assigned bus and for ensuring the assigned bus is in a safe operating condition at all times. Drivers may be assigned to drive wheelchair or ambulatory buses.

ESSENTIAL REQUIREMENTS: To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed for the position.

1. High School Diploma or equivalent preferred
2. 21 years of age or older
3. Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students, parents, and teachers
4. Ability to understand and follow oral and written instructions
5. Ability to make minor repairs and operate all equipment
6. Ability to read and interpret a map
7. Ability to establish and maintain proper conduct and safety of passengers on school bus
8. Ability to accept/relate to students with a variety of exceptional needs
9. Ability to exercise good judgment and extreme caution while operating a school bus
10. Ability to remain calm in an emergency situation
11. Ability to read and write in English at a level sufficient to successfully perform required duties
12. Ability to understand and carry out both oral and written instructions in an independent manner\
13. Ability to recognize mechanical safety hazards in bus
14. Ability to learn to designated order of pickup and drop off
15. Ability to operate a two-way radio using required codes and confidentiality
16. Ability to meet the physical requirements necessary to safely and effectively perform the required duties
17. Ability to establish and maintain effective work relationships with those contacted in the performance of duties
18. Familiarity with handling and disposal of hazardous materials
19. Perform physical requirements which may include:
 - A. Requires moderate to extensive degree of physical stamina and frequent lifting up to 50 lbs. or more.
 - B. Possible exposure to heat, cold or bodily fluids in cleaning due to student injury or illness
20. Ability to maintain flexibility in schedule
21. Ability to demonstrate standards of moral character and behavior to serve as an effective role model for students
22. Such alternative to the above requirements as the School Board or the Administration may deem appropriate and acceptable

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may also be assigned:

1. Drives a school bus safely in accordance with time schedules; transporting students to and from their homes, a variety of school sites, and on field trips as assigned
2. Operates a two way radio
3. Oversees the loading and unloading of students, releasing students to authorized individual; assures that safety belts are fastened
4. May operate a special ramp bus; loads and unloads students in wheelchairs on and off bus; inspecting wheelchair for operational safety and permitting only properly functioning wheelchairs to load; operates ramp, assuring seatbelts are fastened, positioning the wheelchairs in bus, and securing the wheelchair
5. Maintains order and proper discipline of passengers; resolving disputes, documents and reports severe disciplinary cases
6. Conducts established safety and operational pre-inspections and post-inspections of assigned vehicle daily
7. Assures maintenance of bus in safe and clean operating condition; reporting needed mechanical repairs, installing special safety belts, sweeping interior of the bus, services the bus with gas and oil, follows established security procedures
8. Establishes drop off and pickup order of assigned students; conferring with parents, supervisors, schedulers, and other staff regarding transportation needs, plotting route on map, documenting route, and adjusting route for new and/or dropped students
9. Monitors students with special health problems while in bus; receiving written or oral instructions, being aware and alert to any signs of difficulty following prescribed instructions and procedures, administering first aid, and calling for emergency assistance
11. Maintains a variety of records and reports as required by the Director of Transportation
12. Attends meetings, programs, and inservice training as assigned
13. Maintains current required licenses and certificates
14. Notifies appropriate individuals of any delays in scheduled route
15. Assists with other routes when breakdown or other unusual circumstances occur as assigned
16. Maintain a high level of ethical behavior and confidentiality when dealing with student and staff information
17. Assist in greeting and directing visitors to the appropriate person and location
18. Participate in complete cleaning and routine maintenance of vehicles
19. Participate in in-service programs as assigned
20. Act as a friendly ambassador for the Stark County School District
21. Perform such other tasks as may seem to be appropriate to the Board or Administration
22. Maintains satisfactory attendance, as defined in District policy and regulations
23. Serve as mandated reporter to Department of Children and Family Services

CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:

1. Criminal Justice Fingerprint Clearance
2. Valid Illinois Driver's License
3. Bloodborne Pathogen Training/Hepatitis B Shot Series Training
4. Valid Illinois State Bus Drivers' License
5. Safe driving record that meets requirements of the District's Automotive Insurance Provider
6. Regular, random drug testing

PHYSICAL DEMANDS: Must maintain the ability to perform the essential functions of this job.

TERMS OF EMPLOYMENT: Days and hours to be arranged, with salary according to current schedule.