



## **Trades 5 / Bus Driver Utility**

### **Purpose Statement**

The job of Trades 5 / Bus Driver Utility is done for the purpose/s of transporting students and other passengers over scheduled routes to and from school and school-related activities; ensuring vehicle is in safe operating condition; interacting with students in a respectful manner; and ensuring safety of students during transport, loading, and unloading in accordance with local, state, and federal guidelines.

This job reports to Director of Transportation

### **Essential Functions**

Attends work regularly to fulfill duties specific to the assignment for the purpose of providing quality educational experiences and continuity for assigned students, parents, and the overall school community.

## **Other Functions**

Advises students and other passengers of appropriate behavior for the purpose of reinforcing established guidelines and maintaining passenger safety.

Assesses incidents, complaints, accidents and/or potential emergency situations (e.g. road hazards, medical emergencies, accidents, etc.) for the purpose of resolving and/or recommending a resolution to the situation.

Assists students and other passengers for the purpose of providing safe loading and unloading from buses during normal transport and emergency situations.

Attends unit meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.

Cleans assigned vehicles, both interior and exterior for the purpose of ensuring safety, positive appearance, and sanitation of vehicle.

Conducts semiannual emergency evacuation drills for the purpose of ensuring efficiency of procedures and complying with mandated requirements.

Maintains assigned vehicle (e.g. oil, water, fuel, etc.) for the purpose of ensuring vehicle is in safe operating condition.

Monitors students and other passengers during transit for the purpose of ensuring the safe transportation of all passengers.

Operates school bus/s for the purpose of transporting passengers over scheduled routes to and from school and/or field trips in a safe and timely manner.

Performs other related duties as assigned (e.g. drives for field trips, excursions, etc.) for the purpose of ensuring the efficient and effective functioning of the work unit.

Performs pre-trip and post-trip inspections (e.g. fluid levels, tire pressure, exterior condition, mirrors, horn, lights, windshield wipers, etc.) for the purpose of ensuring the safe operating condition of the vehicle and complying with mandated guidelines.

Prepares reports (e.g. field trip reports, incident reports, inspections records, passenger misconduct, mileage logs, student counts, routing information, etc.) for the purpose of documenting activities, providing written reference, conveying information, and/or complying with established guidelines.

Reports observations and/or incidents (e.g. discipline, accidents, inappropriate social behavior, etc.) for the purpose of communicating information to appropriate personnel for their action.

Responds to inquiries from students, parents, and/or staff for the purpose of providing the necessary information regarding transportation services.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid; applying pertinent codes, policies, regulations and/or laws; operating district vehicles, fire extinguisher, two-way radio, and standard office equipment; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: emergency evacuation techniques; area streets and locations; basic vehicle maintenance; first aid; health standards and hazards; pertinent codes, policies, regulations and/or laws; safe driving practices; safety practices and procedures; two way radio communication; bus operation; and utilizing

wheelchairs, tie downs, child safety seats, lifts.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; communicating with diverse groups including school age riders; displaying tact and courtesy; establishing and maintaining effective working relationships; exercising sound judgment; maintaining an understanding of the special needs of students and their parents; maintaining confidentiality; and working with constant distractions.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 0% sitting, 0% walking, and 0% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience is required.

**Education:** High school diploma or equivalent.

**Equivalency:**

**Required Testing**

Pre-employment Physical Exam  
Pre-employment Drug Screening  
State Physical Abilities Test for Bus Drivers

**Certificates and Licenses**

Bus Driver's Certificate (CDL-B)  
CPR/First Aid Certificate  
Valid Driver's License & Evidence of Insurability  
DOT Medical Certificate

**Continuing Educ. / Training**

12 hours pre-driving training course, 8 hours in-service meetings, 8 hours defensive driving training (every 5 years), First Aid and CPR training, pass State Physical Abilities Test for Bus Drivers every two years  
CDL renewal, DOT physical

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

Lane 5