

School Bus Driver

JOB DESCRIPTION

POSITION TITLE: SCHOOL BUS DRIVER

MINIMUM

QUALIFICATIONS: Hold a valid commercial driver's license with all appropriate endorsements and classifications plus other licenses, permits and certifications required by the State of New Jersey.

Demonstrate good written and oral communication skills.

Complete testing for alcohol and substance abuse as required by Board of Education.

Satisfy requirements established by the state mandated biannual physical examination.

Maintain a satisfactory driving record and pass a criminal background check as required by contractual, local, state and federal requirements.

Demonstrate the ability to assist students in the evacuation of the bus in an emergency.

Demonstrate the ability to drive full-size buses and vans and standard shift vehicles and to use lift equipment and securement devices.

REPORTS TO: Director of Transportation and Custodial Services

JOB GOAL: Provide safe and efficient transportation for students in a timely and responsible manner.

PRIMARY RESPONSIBILITIES

1. Obey all traffic laws.
2. Observe all mandatory safety regulations applicable to use of the school bus.
3. Maintain effective discipline when students are on the bus.
4. Report undisciplined students to the school principal or assistant principal.
5. Keep assigned bus clean and orderly.
6. Adhere to established routes, designated bus stops and assigned time schedules.

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7. Complete a walk-through of the bus before and after each bus trip.
8. Check bus before each operation for mechanical defects.
9. Notify the proper authority in case of mechanical failure or lateness.
10. Discharge students only at designated stops.
11. Exercise responsible authority when on out-of-district school trips.
12. Transport only authorized students.
13. Report all accidents and pupil injuries and complete required reports.
14. Enforce regulations against smoking and eating or drinking on the bus.
15. Attends in-service training programs as required.
16. Completes all assigned forms and reports.
17. Drive defensively, consistent with weather and traffic conditions.
18. Maintain all fluid levels (oil, transmission, antifreeze, fuel, etc.)

19. Performs light maintenance (add air to tires, replace burned out bulbs, etc.) as necessary.
20. Assist with all state required bus safety and evacuation drills.
21. Follow established procedures in the event of an emergency.
22. Conducts a pre-trip safety inspection of the bus prior to each trip and completes the School Bus Condition Report.

WORKING RELATIONSHIPS

OF THE POSITION Maintains effective relationships with students, parents, bus drivers, bus aides, teachers and administrators.

TERMS OF EMPLOYMENT: 10 months and 12 months

Salary – Per SOMEA agreement