

## **BUS DRIVER**

### **Purpose Statement**

The job of Bus Driver was established for the purpose/s of transporting students over scheduled routes and/or to/from special excursions; ensuring vehicle operation is in safe operating condition; and ensuring safety of students during transport, loading and unloading from buses.

This job reports to Director of Transportation Services/Risk Management

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### **Essential Functions**

- Administers first aid and medications, as needed, for the purpose of meeting immediate health care needs.
- Advises students and other passengers of appropriate behavior for the purpose of reinforcing regulations and maintaining passenger safety.
- Assesses incidents, complaints, accidents, and/or potential emergency situations for the purpose of resolving and/or recommending a resolution to the situation.
- Cleans interior and exterior of school buses for the purpose of maintaining vehicle in a safe and sanitary condition.
- Conducts emergency evacuation drills for the purpose of ensuring efficiency of procedures and complying with mandated requirements.
- Drives school bus for the purpose of transporting passengers over scheduled routes to and from school and/or field trips in a safe and timely manner.
- Performs pre-trip and post-trip inspections (e.g. fluid levels, tire pressure, exterior condition, etc.) for the purpose of ensuring the safe operating condition of the vehicle and complying with mandated guidelines.
- Prepares written materials (e.g. field trip reports, incident reports, inspection records, passenger misconduct, mileage logs, student counts, routing information, etc.) for the purpose of documenting activities, providing written support and/or conveying information.
- Removes snow from buses for the purpose of maintaining a safe environment.
- Reports observations and/or incidents (e.g. discipline, accidents, inappropriate social behavior, etc.) for the purpose of communicating information to appropriate personnel.
- Responds to inquiries (e.g. students, parents, other school personnel, etc.) for the purpose of providing information and/or direction.
- Supervises students and other passengers during transit for the purpose of maintaining safety and following district policy.

### **Other Functions**

- Attends meetings and trainings for the purpose of maintaining skills and meeting the certificate requirements of a school bus driver.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **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: preparing and maintaining accurate records; operating equipment used in school bus servicing and maintenance; and operating school bus safely.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; safety practices and procedures; laws, rules, and regulations pertaining to school bus operations and pupil transportation including appropriate Wyoming State Motor Vehicle Code and the Education Code; safe driving principles and practices; and first aid principles and practices.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals and/or groups; 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 frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating clearly and concisely, both orally and in writing; establishing and maintaining positive and harmonious relationships; meeting deadlines and schedules; reading, interpreting, and following rules, regulations, policies, and procedures; following oral and written directions; and working independently.

**Responsibility**

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

**Working 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 75% sitting, 10% walking, and 15% 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 with increasing levels of responsibility is required.

**Education** Targeted job related education that meets organization's prerequisite requirements.

**Equivalency** None Specified

**Required Testing**

- DOT Physical Exam
- DOT Random Alcohol & Drug Testing

**Certificates & Licenses**

- CPR/AED First Aid Certificate within 30 days of hire
- CDL with Bus Endorsement, S & P Endorsements, and Air Brake Endorsement within 3 months of hire

**Continuing Educ. / Training**

None Specified

**Clearances**

- Criminal Justice Fingerprint/Background Clearance
- MVR (Motor Vehicle Record) Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

Classified 49

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_