

HILLSBORO CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: BUS DRIVER

File 703

Reports to: Transportation Supervisor

Job Objective: Provides for the safe, efficient, and courteous transportation of students.

Minimum · High school diploma or GED.

- Qualifications:**
- Meets all mandated health screening requirements.
 - A record free of criminal violations that would prohibit public school employment.
 - Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
 - Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
 - Ability to establish working relationships with co-workers and function as part of a cohesive team.
 - Commitment to keep current with skills essential to the objectives of the position.
 - Meets qualifications as defined in current revised state codes, pupil transportation operation & safety rules, and school board policy.
 - Completion of the state pre-service school bus driver training program and participation in ongoing training necessary as needed to maintain required license and endorsements.
 - Valid Commercial Drivers License (CDL) with school bus and passenger endorsements. Meets all prerequisite and ongoing qualifications to be covered by the district's insurance carrier.
 - Satisfactory pre-employment and ongoing random drug/alcohol test results.
 - Physical ability to safely lift and manage preschoolers and students with disabilities.
 - Ability to cope with stressful traffic, weather conditions, and passenger distractions.
 - Demonstrates maturity and the ability to work with students and their families.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Checks/confirms assignments. Carefully follows directions. Seeks clarification when expectations and/or procedures are unclear. Takes the initiative to perform routine tasks independently.
- Refers district policy questions to administrators.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.
- Operates the assigned vehicle according to all motor vehicle laws.
- Performs pre-trip and post-trip safety inspections. Checks safety equipment and first aid supplies. Reports equipment concerns/malfunctions in writing.
- Assumes responsibility for the interior/exterior cleanliness of the vehicle.
- Fuels the vehicle. Monitors fluid levels (e.g., oil, windshield washer, brake, transmission, etc.). Documents fuel consumption and mileage.
- Uses proper protocol when operating communication equipment.
- Practices defensive driving techniques. Complies with all motor vehicle laws (e.g., speed limits, complete stops, etc.). *NOTE:* Safety is the top priority even if delays disrupt the bus schedule.
- Reports all traffic citations, accidents, or property damage that occurs during the performance of assigned duties. Documents all injuries that require treatment.
- Provides dependable service. Maintains established routes and time schedules. Suggests route modifications that improve efficiency. Transports only authorized passengers. Reports road hazards or other problems that may interfere with pupil transportation services.
- Directs passenger loading/unloading. Operates the wheelchair lift. Checks seat belts. Secures wheelchairs and other assistance/mobility equipment before the bus starts. Reports unsafe or defective equipment.
- Communicates bus rules to students. Keeps supervisors informed about persistent behavior problems.
- Picks up and unloads students only at approved stops. Keeps route sheets up-to-date.
- Responds to student requests for assistance. Avoids being intrusive. Solves concerns discreetly.
- Provides assistance as needed when aware of passengers with medical/health considerations.
- Follows district field trip procedures. Remains available to staff/students during trips as instructed.
- Promotes the proper use, care, and security of school property. Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Attempts to identify and report vehicles that fail to comply with traffic regulations (e.g., failure to stop for flashing bus lights, passing in prohibited zones, etc.).

- Participates in the district’s bus safety program as directed.
- Conducts emergency evacuation drills that comply with current state standards.
- Assists other staff as needed to deal with unexpected or urgent situations.
- Upholds the student conduct code. Maintains high expectations for behavior and performance.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with staff to manage or eliminate risk factors.
- Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Supports workplace initiatives that enhance personal productivity and advance district goals.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains accurate records and submits required paperwork on time.
- Maintains an acceptable attendance record and is punctual.
- Reacts productively to interruptions and changing conditions.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Works efficiently with limited supervision. Prioritizes tasks to meet deadlines.

**Working
Conditions:**

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle. Working in/near active vehicular traffic.
- Performing tasks that require strenuous physical exertion.
- Traveling to meetings and work assignments.
- Working in proximity to moving mechanical parts.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Hillsboro City School District Board of Education.

The Hillsboro City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and unforeseen events.

Revised: September, 2009

I have received a copy of this job description for my present position.

Signature

Date