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RESULT: CONTRIBUTES TO STUDENT ACHIEVEMENT

BY

TRANSPORTING STUDENTS TO AND FROM SCHOOL

JOB CATEGORY: TRANSPORTATION

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JOB TITLE: SCHOOL BUS DRIVER

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JOB PURPOSE: CONTRIBUTES TO THE HEALTH AND SAFETY OF STUDENTS

BY

TRANSPORTING STUDENTS TO AND FROM SCHOOL, AND TO AND FROM

SPECIAL OUTINGS AND FIELD TRIPS

#### **ESSENTIAL FUNCTIONS:**

### 1. CONTRIBUTES TO GOOD AND SAFE STUDENT BEHAVIOR

BY

- Providing for an efficient, orderly, and safe environment.
- Serving as a positive role model for students.
- Always being courteous and helpful to students, staff, parents, and general public.

#### 2. PROVIDES A SAFE VEHICLE

BY

- Observing visual defects inside and outside the vehicle.
- Checking operating systems including brakes, horn, windshield wipers, lights, extended stop arms, emergency flashers, door opening procedures, PA system, etc.
- Making sure that vehicle is mechanically safe and report defects to the supervisor of transportation.
- Maintaining first aid supplies in accordance with first aid and blood borne pathogen regulations.

### 3. IS RESPONSIBLE FOR THE SAFE TRANSPORTING OF CHILDREN

BY

- Following prescribed routes.
- Making sure that all students board and exit the bus in a safe manner.
- Monitoring behavior of students while they are on the bus.
- Educating students as to appropriate behavior while on the bus.
- Greeting students as they enter and exit vehicle.
- Participating in yearly re-certification program.
- Attending educational courses as provided by the school system.

# 4. MAINTAINS SAFE CONDITIONS WHILE TRAVELING BY

- Enforcing safety and discipline rules.
- Continuously monitoring oncoming and following traffic.
- Reporting unruly students to appropriate individuals.
- Completing incident reports.
- Making sure that all students are properly seated at all times.

# 5. TEACHES STUDENTS APPROPRIATE SAFETY AND BEHAVIOR PROCEDURES BY

- Teaching students appropriate ways to board and exit the vehicle.
- Teaching students ways to sit on vehicle and maintain proper placement of books and materials.
- Teaching students appropriate safety procedures in case of accident.
- Conducting practice evacuation routes and procedures.
- Educating students as to appropriate behavior while on the bus.
- Always being courteous and helpful to students, staff, parents, and general public.

#### SCHOOL BUS DRIVER (cont'd.)

## 6. MAINTAINS POSITIVE WORKING RELATIONSHIPS

- Always being courteous and helpful to students, staff, and parents.
- Effectively communicating with students, staff, and parents both orally and written.
- Maintaining confidentiality
- Supervising school bus monitors.

School bus drivers will assist with dispatch and assume any other responsibilities that the Supervisor of Transportation & Grounds may assign.

CLASS JOB DESC S:School Bus Driver – 26June08