

SCHOOL DISTRICT OF SARASOTA COUNTY**JOB DESCRIPTION****BUS DRIVER**

SALARY SCHEDULE: SSP 11 (with CDL) / SSP 6 (during CDL training)

COST CENTER: TRANSPORTATION DEPARTMENT (9030)

QUALIFICATIONS:

- High School Diploma or equivalent preferred.
- Possess a Commercial Driver's License (CDL) with Class "B," "S," (school bus), Passenger Endorsements and Air Brake Qualified.
- Must pass an annual physical examination.
- Successful completion of a forty (40) hour training course.
- Successful drug screening.
- No DUI conviction less than 10 years old. (Cannot have multiple DUI convictions regardless of timeframe.)

KNOWLEDGE, SKILLS AND ABILITIES:

- Basic understanding of the skillful and safe operation of both large and small buses.
- Thorough understanding of State of Florida traffic regulations.
- Ability to interact with students and adults.
- Ability to communicate effectively.

REPORTS TO:

Supervisor, Transportation

JOB OBJECTIVE:

To successfully transport students to and from school in a timely manner and in a safe and healthy environment.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- Display a thorough understanding of the safe operation of a school bus and pony vehicle
- Perform a pre-and post route bus inspection according to established guidelines.
- Perform, twice annually, bus evacuation drills according to established guidelines.
- Display a thorough understanding and use of the District Bus Discipline Procedures.
- Maintain the proper records and reports as required to include up-to-date seating charts and route directions.
- Follow the thirty (30) day inspection process.
- Report any and all irregularities in vehicle performance.
- Maintain a clean bus interior.
- Instruct students in safety precautions and bus rules.
- Signal children when to cross street or highway and see them safely across before departing.
- Demonstrate initiative in the performance of assigned responsibilities.

BUS DRIVER (Continued)

- Model and maintain high ethical standards.
- Follow attendance, punctuality and proper dress rules.
- Maintain confidentiality regarding school matters.
- Maintain positive relationships with staff, students and parents.
- Participate in workshops and training sessions as required.
- Communicate effectively with staff, students and parents.
- Keep supervisor informed of potential problems or unusual events.
- Respond to inquiries and concerns in a timely manner.
- Follow all School Board policies, rules and regulations.
- Exhibit interpersonal skills to work as an effective team member.
- Demonstrate support for the School District and its goals and priorities.
- Perform other incidental tasks consistent with the goals and objectives of this position.
- Perform complete interior inspection of the bus after each run and trip to ensure that no student remains on the bus.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 08