Three Rivers School District
Job Description

Title: **SCHOOL BUS DRIVER**

Qualifications:
1. High School Diploma or equivalent preferred
2. Physically and emotionally able to perform the duties of a school bus driver
3. Submit a bi-annual driver record abstract check
4. Two years of driving experience with a valid driver's license
5. Possess a current Ohio CDL Class "B" driver's license with "S" and "P" endorsements and a bus driver's certification
6. Meet all personnel qualifications of Ohio Department of Education, Ohio Pupil Transportation Operations and Safety Rules 3301-83-06.
7. BCII and FBI check upon employment and every six (6) years thereafter.

Reports to: **Transportation Supervisor**

Job Goal(s): To transport students safely to and from school, field trips, and extracurricular activities in a professional, safe, and timely manner.

ESSENTIAL RESPONSIBILITIES:

1. Knows and adheres to the rules and regulations of the Ohio Pupil Transportation Operation and Safety Rules (ORC 3301.83-02 through 3301.83.20 and ORC 3301.51-10) while operating a school bus.
2. Supervises and monitors the conduct of the students assigned to route, and reports misconduct of students to the appropriate school administrators.
3. Performs pre-trip and post trip inspections on the vehicle being driven before and after each trip.
4. Reports mechanical and other bus condition problems according to established procedures.
5. Reports bus stop routing and other concerns to supervisor.
6. Maintains consistent positive public relations and communicates effectively with the community members and parents.

ESSENTIAL RESPONSIBILITIES FOR SPECIAL NEEDS STUDENTS:
Department of Transportation Drivers for TRLSD Special Needs Routes must be physically able to complete the following duties without impairment and possibly without assistance:

1. Operation of all safety straps including, but not limited to; wheelchair securement, safety vest, seat belts and any other safety restraint required by individual students.
2. Manual operation of the wheelchair lift with or without passenger.
3. Emergency evacuation of students including, but not limited to, removing students from their wheelchair and placing them in a "blanket" to exit the bus.

4. Ability to lift and operate fire extinguisher.

5. Lifting and securing medical equipment required by individual students including, but not limited to, walkers, oxygen tanks, trays for wheelchairs.

6. Ability to administer medications required in an emergency including, but not limited to, injections and oral medication.

7. Ability to secure individual safety equipment (i.e. helmets, leg securement).

8. Additional duties may be required on an individual basis for students not currently enrolled in TRLSD.

ANCILLARY RESPONSIBILITIES:

1. Performs other duties as assigned by the Transportation Supervisor, Assistant Superintendent and/or Superintendent.

Terms of Employment

Length of contract and compensation will be determined by the Board of Education.

The employee shall remain free of any alcohol and non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.

Evaluation

Performance of this position will be evaluated in accordance with provisions of the Board of Education's Policy on the Evaluation of Professional Personnel and will be completed by the Transportation Supervisor.

[BOE approved: May 12, 2009]
[Revised: March 7, 2016]

I acknowledge receiving a copy of the Three Rivers Local School District **School Bus Driver** job description.

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Employee signature Date