Job Description

Job Title: Bus Driver

Classification: Classified

Salary Schedule: XCA

Department: Transportation

Reports To: Transportation Supervisor and Assistant Supervisor

FLSA Status: Non-exempt

Date: June 2019

Approved by : Northwest Local School District Board of Education

Job Summary: Transport safely and expediently, students from home, between schools and on district sponsored trips. Monitors students and maintains bus to ensure safety at all times.

Job Qualifications:

1. High School diploma or GED equivalent. Previous experience preferred.
2. Must have or be able to obtain a Current Class B License with a school bus and passenger endorsement as required by the State of Ohio.
3. Communication skills as it relates to working with students, staff and parents. Use of radio required to perform duties.
4. Appropriate background checks.
5. Organizational skills.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Essential Duties:

1. Provides safe and expedient transportation of students, including driving bus routes according to bus stop locations and time schedules.
2. Follows district guidelines and protocol concerning trips. Remains available to staff/students during trips as instructed.
3. Communicates bus rules to students. Monitors and reports student behavior to appropriate school personnel for the purpose of ensuring safety.
4. Preparation and completion of appropriate paperwork. This may include log

sheets, seating charts or discipline reports.
5. Completion of paperwork related to personnel matters such as attendance. Ability to clock in if required and fill out appropriate paperwork that is job related.
6. Reports citations, accidents or damage that occurs during the performance of assigned duties.
7. May aid in loading and unloading of special needs students as needed using the appropriate equipment such as lift mechanisms.
8. Performs pre-trip and post trip inspections in accordance with current legal regulations. Reports concerns or malfunctions immediately.
9. Follows approved health safety guidelines to clean up injuries and deal with body fluid/tissue issues.
10. Conducts emergency evacuation drills that comply with state standards.
11. Maintains cleanliness of bus interior.
12. Fuels vehicles per department guidelines.
13. Communicates with two-way radios for routine, urgent and emergency situations.
14. Verifies route times at the beginning and throughout the year to maintain accuracy of the assignments.
15. Establishes seating charts for students and communicates this information with the Transportation Supervisor or designee.

Other Duties and Responsibilities:

1. **Problem Solving** - Identifies and resolves problems in a timely manner; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
2. **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
3. **Oral and written communication** - Communicates clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings;
4. **Teamwork** - Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit.
5. **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
6. **Diversity** - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.
7. **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

8. **Judgement** - Exhibits sound and accurate judgment; Includes appropriate people in decision-making process.
9. **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.
10. **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
11. **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
12. **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Physical Requirements:

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast paced, highly intensive work environment. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee must successfully pass a physical exam as required by the State of Ohio. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to stand; walk; sit and stoop, kneel, and crouch. The employee is occasionally required to climb or balance. The employee is required to speak and hear. The employee must regularly lift and/or move up to 10 pounds, and frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
While performing the duties of this Job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate to loud.

Equipment Operated: *Doors, lifts, tie downs, and harnesses for special needs buses; Equipment necessary to accommodate students' functioning.*

Terms of Employment: Varies based on student calendar.

Title: Bus Driver

Employee: _____
(print name)

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This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee of this job. The employee will be required to follow the instructions and perform the duties required by the positions supervisor, appointing authority, or designee.

_____ _____
(Superintendent or designee) (Date)

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I am able to perform the key functions of the position.

_____ _____
(Signature) (Date)