

**Title:** BUS DRIVER

**Reports To:** Bus Shop Foreman

**Length of Contract:** 183 days, 4 hours per day

**Summary:** A position that involves driving a school bus over an established route to transport students to and from home and school in a safe and timely manner by complying with all federal, state, and local rules, regulations and policies.

**Essential Duties and Responsibilities** include the following:

1. Transports students to and from schools and home.
2. Obeys all traffic laws and observes all safety regulations for school buses.
3. Inspects bus before and after each operation in accordance with federal and state regulations to insure bus can be operated safely; reports mechanical problems to Bus Shop Foreman.
4. Maintains assigned schedule, route and stops.
5. Maintains student discipline on bus and reports discipline problems to principal.
6. Maintains cleanliness of assigned bus.
7. Completes records as required by Bus Shop Foreman including: monthly/daily report; student roster by name, address, stop and school; gas log; field trip tickets.
8. Reports all accidents immediately to Bus Shop Foreman; completes required reports.
9. Provides appropriate care for varying exceptionalities while students are on the bus.
10. Assists students on and off the bus as necessary to accommodate the student's physical, mental, or emotional needs.
11. Secures students in seats or wheelchairs as necessary.
12. Maintains and exhibits a high level of ethical behavior and confidentiality of information about students, parents, personnel, and all job related behaviors.
13. Participates in in-service training as assigned.
14. Performs other tasks as assigned by the Bus Shop Foreman.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required:

**Education and/or Experience:** High school diploma or general education degree (GED). Must demonstrate aptitude and competence for bus driving.

**Language Skills:** Ability to read and interpret documents such as safety rules, procedure manuals, operating instructions and road maps. Ability to write required reports, forms and correspondence. Ability to speak correctly.

**Mathematical Skills:** Ability to work with basic mathematical concepts.

**Reasoning Ability:** Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Certificates, Licenses:** A valid Commercial Driver's License (CDL) with passenger and air brakes endorsements. A valid Alabama State Department of Education School Bus Driver's Certificate.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; sit, stoop, kneel, crouch, or crawl; talk and hear. The employee frequently is required to stand and occasionally is required to climb or balance. The employee is required to walk.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, extreme heat, and vibration.

The noise level in the work environment is usually loud.

**Grounds for immediate suspension and/or termination of a bus driver:**

1. The employee's Commercial Driver's License or Alabama State Department of Education School Bus Driver's Certificate is suspended or expires.
2. The employee is charged with driving under the influence of alcohol or a controlled substance.
3. The employee is charged with the possession and/or use of or a controlled substance.
4. The employee tests positive in a drug test.
5. The employee is unable to meet criteria set forth by the insurance carrier for the system's fleet policy and is thereby designated as "uninsurable" by the insurance carrier.
6. The employee operates a school bus in an unsafe or unlawful manner, including: reckless driving; passing another school bus when both vehicles are headed in the same direction; having the driver's seat belt unfastened while driving.
7. The employee drives a school bus in an impaired state of health, including: while under the influence of drugs, alcohol or medication that impairs their ability to drive safely; with the knowledge that the employee suffers from a physical or mental impairment that impairs their ability to drive.
8. The employee fails to comply with the rules governing railroad crossings while operating a school bus.
9. The employee fails to report an accident involving the bus they are operating.
10. The employee uses indecent or profane language in the presence of students.
11. The employee smokes or uses smokeless tobacco on a school bus or on Board property.
12. The employee fails to abide by the rules and regulations governing the transportation program of the Eufaula City Schools.

**Evaluation:** Evaluation is by the Transportation Supervisor as prescribed by Board Policy.

**Salary:** Established by the Board of Education as recommended by the Superintendent.