

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title:	BUS DRIVER	File 702
Reports to:	Transportation Supervisor	
Job Objectives:	Provides for the safe, efficient, and courteous transportation of students.	
Minimum Qualifications:	<ul style="list-style-type: none">· High school diploma.· Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).· Documentation of a clear criminal record.· Complies with drug-free workplace rules and board policies.· Meets qualifications defined in the current Ohio Revised Code, Ohio Pupil Transportation Operation & Safety Rules, and school board policy.· Completion of the Ohio Pre-Service School Bus Driver Training Program.· Valid Commercial Drivers License (CDL) with a school bus endorsement.· Meets all prerequisite and ongoing qualifications to be covered by the district's insurance carrier.· Satisfactory pre-employment and ongoing random drug tests results.· Ability to manage students with physical and mental disabilities.· Ability to anticipate and deal with stressful traffic and weather conditions.· Demonstrates maturity and the ability to work with students and their families.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">· Operates the assigned vehicle according to all motor vehicle laws. Keeps the transportation supervisor informed about emerging issues.· Upholds board policies and follows administrative procedures.· Promotes a favorable image of the school district. Supports community partnerships that enhance district programs and services.· Practices defensive driving techniques. Maintains established routes and time schedules. <i>Note:</i> Safety is the top priority even if delays disrupt the bus schedule.· Transports only authorized passengers. Picks up and unloads students only at approved stops. Keeps route sheets up-to-date. Offers routing suggestions.· Performs pre-trip and post-trip safety inspections. Checks fire, emergency equipment, and first aid supplies. Prepares written inspection reports.· Offers help when students ask or their behavior suggests they need assistance.· Supervises bus loading and unloading procedures. Operates the wheelchair lift. Ensures that wheelchairs are properly secured before operating the bus.· Inspects harnesses, restraints, and other safety devices. Immediately corrects or reports unsafe conditions and/or defective equipment.· Anticipates and is prepared to provide assistance when aware of passengers with medical or other health considerations.· Monitors student behavior. Enforces safety regulations. Maintains high standards and upholds the student conduct code.· Promotes the proper use and care of school property. Reports student discipline problems, vandalism, and other related concerns.· Respects personal privacy. Maintains the confidentiality of privileged information.· Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.	

- Reports evidence of suspected child abuse as required by law.
- Assumes responsibility for the interior cleanliness of the vehicle. Keeps front, back, driver's side, and door windows clean to maintain visibility and comply with state law.
- Attempts to identify and report vehicles that fail to comply with traffic regulations (e.g., failure to stop for flashing bus lights, passing in prohibited zones, etc.).
- Uses proper protocol when operating bus communication equipment.
- Immediately reports all traffic citations and accidents. Promptly documents all injuries that require medical attention.
- Reports road hazards along the bus route to the transportation supervisor.
- Participates in the district's bus safety program as directed.
- Conducts emergency evacuation drills that comply with current state standards.
- Reports equipment malfunctions in writing.
- Documents mileage.
- Shares in the responsibility for authorized field trips. Remains available to teachers and students during the trip when instructed.
- Participates in training necessary to maintain a school bus driver license.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Wears appropriate work attire and maintains a neat appearance.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Maintains an acceptable attendance record and is punctual.

**Supervisory
Responsibility:**

Under the direction of the transportation supervisor: plans work assignments, provides instructions, and monitors assigned staff. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require operating power-driven equipment.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.

- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Amherst Exempted Village School District Board of Education.

The Amherst Exempted Village School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

No portion of this job description shall supersede the Master Agreement between the OAPSE Chapter 208 and the Amherst Exempted Village School District Board of Education and applicable state or federal laws. Any changes in working conditions applicable to the current agreement shall be subject to negotiations at the demand of either party.