

MACON COUNTY SCHOOLS

BUS DRIVER

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent preferred.
- (2) Valid Alabama Class "B" Commercial Driver's License (CDL) with passenger endorsement and verification of an acceptable driving record through the Department of Motor Vehicles (DMV).
- (3) Successful completion of driver's training course meeting state and federal standards.
- (4) Must pass a drug screening test as required by federal, state and local policies.
- (5) Must meet background clearance requirements as specified by Alabama Statutes and State Board of Education regulations.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of highway and traffic safety. Ability to operate light and/or heavy-duty buses in a safe and economical way. Ability to understand and carry out both written and oral directions. Ability to exercise appropriate disciplinary techniques. Ability to follow a daily routing schedule. Ability to relate and communicate effectively with parents, students and school personnel. Ability to tolerate highly stressful situations. Ability to pass a physical exam as required by Alabama State Board of Education Administrative rules. Ability to complete CPR training and certification if required.

REPORTS TO:

Principal
Transportation Supervisor

JOB GOAL

To transport students in a safe, efficient and timely manner.

SUPERVISES:

Bus Aide (if assigned)

PERFORMANCE RESPONSIBILITIES:

- * (1) Transport students to and from school and on assigned trips safely and efficiently.
- * (2) Comply with all federal, state and local laws relative to bus transportation.
- * (3) Observe all safety regulations for school buses.
- * (4) Maintain discipline of students and report discipline problems to the school administrators.
- * (5) Fuel bus according to system transportation guidelines/policies.
- * (6) Keep assigned bus clean according to system transportation policies.
- * (7) Follow assigned route and schedule.
- * (8) Recommend changes in bus routes or bus loads.
- * (9) Complete pre- and post-trip safety inspections and notify proper authority of mechanical defects and lateness.
- * (10) Discharge students only at authorized stops.
- * (11) Transport only authorized students.

BUS DRIVER (Continued)

- * (12) Ensure no smoking, drinking or eating on bus.
- * (13) Instruct students in safety precautions and practices.
- * (14) Conduct bus evacuation as required.
- * (15) Be aware of additional duties related to transportation of exceptional education students, such as door-to-door loading and unloading, assisting with wheelchairs, understanding each student's exceptionality and the development of special loading/unloading procedures.
- * (16) Interact appropriately with children, bus attendants, if applicable, transportation and school personnel.
- * (17) Report all accidents involving a school bus.
- * (18) Communicate well with supervisor, bus attendant, if applicable, and schools.
- * (19) Follow all transportation policies and procedures.
- * (20) Communicate effectively with the staff members, students, parents, administrators and other contact persons using tact and good judgment.
- * (21) Follow attendance, punctuality and proper dress rules.
- * (22) Ensure adherence to good safety standards.
- * (23) Maintain confidentiality regarding school/workplace matters.
- * (24) Model and maintain high ethical standards.
- * (25) Demonstrate initiative in the performance of assigned responsibilities.
- * (26) Maintain expertise in assigned area to fulfill project goals and objectives.
- * (27) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (28) Keep supervisor informed of potential problems or unusual events.
- * (29) Respond to inquiries and concerns in a timely manner.
- * (30) Exhibit interpersonal skills to work as an effective team member.
- * (31) Demonstrate support for the school system and its goals and priorities.
- * (32) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- * (33) Prepare all required reports and maintain all appropriate records.
- (34) Perform other tasks consistent with the goals and objectives of this position.

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 system's approved compensation plan. Length of the work year and hours of employment shall be those established by the system.

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

*Essential Performance Responsibilities