



### **BUS DRIVER**

**Department:** Transportation

**Pay Grade:** 103

**FLSA Status:** Non-Exempt

#### **GENERAL PURPOSE**

This position is responsible for operating a school bus and transporting school-aged children and other authorized personnel safely and efficiently over specified routes to and from schools and various activities. Position conducts pre-trip inspections, observes safety regulations and policies; enforces student discipline on the bus and performs related work.

#### **ESSENTIAL JOB FUNCTIONS**

- Supports and upholds the philosophy of Catholic education and the mission of the school.
- Acts as a witness to Gospel values by modeling the teachings of the Catholic Church.
- Supports and adheres to the Code of Conduct and policies and procedures of the school and Diocese.
- Abides by the Confidentiality Policy set forth in the Diocese Employee Handbook.
- Communicates with the Facility Director regarding safety/discipline concerns of students.
- Demonstrates professionalism in conduct, demeanor, and work habits.
- Transports students to and from school and school activities in compliance with federal, state and local regulations.
- Abides by regulations and vehicle guidelines regarding maintenance and operation of vehicles.
- Performs checks of the vehicles prior to use to ensure safe operation.
- Follows all safety and emergency procedures while operating the vehicle.
- Maintains a work schedule that maximizes availability to the school, students and staff.

#### **EDUCATION AND EXPERIENCE REQUIREMENTS**

- High School Diploma or GED required.
- CDL with a Passenger and School Bus endorsement required or be willing to complete a training program for eligibility to earn a Class B CDL.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of the safe and effective operation of automobiles.
- Knowledge of the rules and regulations of the road, specifically those governing the operation of buses.
- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.

- Ability to use arithmetic to solve basic problems.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to sit and drive for extended periods of time.
- Ability to see and drive in low-light conditions.

**WORKING CONDITIONS**

Duties are performed on a school bus. While performing the duties of this job, the employee is frequently exposed to loud noise levels, fumes or airborne particles, noxious odors, vibrations from driving a bus, and traffic. The employee is occasionally exposed to moving mechanical parts and outside weather conditions. While performing the duties of this job, the employee is frequently required to sit, use hands to handle or feel, use foot controls to drive, reach with hands and arms, climb, bend, stoop, kneel, talk and hear.

**PHYSICAL DEMANDS**

The employee must be physically able to perform and demonstrate emergency evacuation procedures. This includes the pushing and pulling of up to fifty (50) pounds. Employee must have the ability to use emergency exits at any location on the bus. Specific vision abilities required by this job include close vision, distance vision, night and dusk vision, color vision, and peripheral vision.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. As every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may reasonably be considered incidental in the performing of their duties as though they were included in this job description.*

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date