

Jordan School District  
**CLASSIFIED JOB DESCRIPTION**

Job Title: <b>Bus Driver (X63)</b>	Job Family: 11
Department: Transportation	Lane Placement: 7
Supervisor's Title: Director of Transportation and Coordinator	Contract: 180 Days
FLSA Classification: <u>Non-Exempt</u>	Hours per Day: Varies
Original date: <u>1/85</u> Revised: <u>6/93</u> Revised: <u>7/08</u> Revised: <u>03/11</u> Revised: <u>08/11</u>	
Revised: <u>07/15</u> Revised: <u>01/22</u> Revised: _____ Revised: _____	

**GENERAL FUNCTION**

Under the supervision of the Director of Transportation and Coordinator, the **Bus Driver** transports school students to and from school or authorized locations in a safe, professional and timely manner specified by the District. Incumbent conducts pre-trip/post-trip bus inspection and maintains necessary records to ensure the proper operation of the school bus and assist in meeting State and Federal requirements. Incumbent performs daily maintenance and cleaning of assigned bus. Incumbent maintains order and discipline on the school bus at all times as would be expected in the classroom according to established guidelines set by the District.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- Drive a school bus to transport students safely to and from designated locations in a timely manner, following established routes.
- Load and unload students in a safe fashion (using special equipment, if needed).
- Conduct extensive pre-trip inspection and test of brakes, steering and suspension to ensure safe and proper operation conditions (e.g. stationary inspection of both outside and inside mirrors to ensure maximum visibility, windshield wiper inspection, inspection of various safety equipment to ensure proper working order, visual inspection of warning lights and other light system to ensure proper working order, inspection of all gauges to ensure working order, checks tires, oil, fuel, anti-freeze, water, windows, fan belts, cleanliness and all items on pre-trip inspection form).
- Perform daily post-trip inspection (e.g. checks for damage to bus interior, checks fuel, hold articles left by students).
- Maintain required records and submit required District reports (e.g. mileage reports, time slips, Federal/State student counts, left and right logs, map and route descriptions).
- May meet with parents, students, principals or administrators concerning student needs or discipline problems. Initiate actions to review serious and chronic discipline problems and has significant input into how the problem should be resolved.
- Instructs all students in proper loading, unloading, en-route riding and safety procedures to ensure their safety. Instruct all students in evacuation procedures.
- Monitor student behavior, while on bus, and implement behavior program in cooperation with school administrators.
- Monitor health and safety of student riders and provide assistance to students in physical distress. Provide basic first aid if needed.
- May be responsible for supervising emotionally and physically disabled children. The attendant (if available) leads out in this responsibility.
- Participate in Highway Patrol inspections annually and randomly if directed.
- Assist in the training of substitute drivers, complete evaluation and reports to trainer/supervisor. Incumbent works cooperatively with bus attendant when such is assigned. May train a few students to help with evacuation drills.
- This position requires punctual and regular daily attendance.

**NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

## **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.
- Will be subject to pre-hire and random drug testing.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

### **Minimum Job Qualifications:**

- High school diploma, GED or equivalent preferred.
- Requires CDL license with proper endorsements. MANDT training may be required.
- Must maintain UDOT Commercial Driver Fitness Form.
- Requires bi-annual completion of the Utah State Office of Education Physical Performance Assessment standards for Utah School Bus Drivers.
- Defensive driving courses, First Aid and other annual in-service training are provided by the District according to the guidelines established by the State of Utah.
- One year demonstrated safe driving competence preferred.
- Must maintain a continuing good driving record as a condition of employment.
- Requires ability to operate various types of buses (30 - 40 feet in length) effectively and safely even under adverse road conditions.
- Requires mechanical aptitude. Requires the ability to operate a two-way radio.
- Requires ability to operate fuel pumps and car wash.
- Requires ability to relate well with students of all ages and special needs.
- Requires good communication skills. Interacts with students, parents, teachers, administrators and the general public.
- Requires excellent motor skills (e.g. hand-eye-foot-coordination, ability to recognize hazardous situations and react quickly and safely).
- Must demonstrate basic competence in reading, writing and math.
- Must demonstrate ability to understand road signs, traffic laws, rules and regulations according to the traffic codes of the State of Utah as outlined in the CDL driving manual.
- Must be self-motivated and proactive in completing tasks with minimal direction.

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

### **Machines, Tools & Equipment Used:**

- School bus, related tools, machines and safety equipment.

### **Physical Requirements – Not limited to the following:**

- Frequent continuous sitting (up to 3 hours at a time), eye/hand coordination and operating of foot controls without visualizing.
- Occasional lifting from floor to waist and carrying of 50 pounds, pulling/dragging up to 125 pounds, kneeling in awkward positions and ascending/descending bus stairs.
- Constant near visual acuity, far visual acuity, color vision and hearing.
- Job stress is experienced due to adverse weather conditions, pressures to meet schedules, student behavior, medical problems (e.g. seizures) and the responsibility for the safety of students.

- Occasional (0-33%)    Frequent (34-66%)    Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.**