KINGSPORT CITY SCHOOLS

BUS DRIVER

The job of Bus Driver was established for the purpose/s of transporting students over scheduled routes to/from school, school functions and special excursions. This job also has the purpose of ensuring the vehicle is in safe operating condition, while also ensuring safety of students during transporting, loading and unloading from buses.

This job is distinguished from similar jobs by the following characteristics: Must possess a Class B Commercial License with Passenger (P) and School Bus (S) Endorsements; Must have air brakes endorsement; Must be at least 21 years of age; Minimum of a high school diploma or its equivalent; A safe driving record with at least five (5) years of unrestricted driving experience; Meet requirements in accordance with Federal and State laws, rules, regulations and Board of Education rules and regulations; Must pass drug screening requirements and continue to pass random drug screenings in accordance with Federal law; Must be able to communicate effectively in English; Must be able to perform the essential functions and physical demands listed herein.

QUALIFICATIONS:

Education: High School diploma or equivalent
Equivalency: None Specified
Experience: No job related experience is required
Certificates & Licenses: Valid Driver's License & Evidence of Insurability, with a Passenger (P) and School Bus (S) and Air Brakes Endorsement
Required Testing: Pre-employment Physical Exam
Clearances: Criminal Justice Fingerprint/Background Clearance
Continuing Education/Training: None Specified
FLSA Status: Non Exempt

ESSENTIAL FUNCTIONS

- Drives school bus for the purpose of transporting students over scheduled routes to and from school and/or field trips in a safe and timely manner.
- Picks up and drops off students at regularly scheduled neighborhood locations, following strict time schedules.
- Follows safety rules as students board and exit buses or cross streets near bus stops.
- Complies with traffic regulations to operate vehicles in a safe and courteous manner.
- Maintains order among students during trips to ensure safety.
- Monitors students and other passengers during transit and enforces school bus rules.
- Reports observations and/or incidents (e.g. discipline, accidents, inappropriate social behavior, etc.) in order to communicate information to appropriate personnel for their action.
- Responds to inquiries from students, parents, administrators, and/or staff to provide the necessary information regarding transportation services.
- Informs other school personnel and parents of events, policies and/or practices (e.g. scheduled stops, established routes, route conditions, etc.)
- Assesses incidents, complaints, accidents and/or potential emergency situations (e.g. road hazards, medical emergencies, accidents, etc.).

- Prepares reports (e.g. field trip reports, incident reports, inspection records, student discipline reports, mileage logs, student counts, routing information, etc).
- Performs pre-trip and post-trip inspections (e.g. tire pressure, brakes, windshield wipers, lights, fluid levels, exterior condition, safety equipment, etc.) to ensure that everything is in working order and complies with mandated guidelines.
- Fuels assigned vehicle.
- Reports any bus damage, malfunctions or needed repairs.
- Cleans assigned vehicles, both interior and exterior.
- Conducts emergency evacuation drills to ensure efficiency of procedures and to comply with mandated requirements.
- Maintains knowledge of first-aid procedures and CPR.
- Reads maps and follows written and verbal geographic directions.
- Maintains a high level of personal integrity and strong work ethic.
- Assumes the responsibility of having regular and timely attendance.
- Participates in a variety of meetings and trainings.
- Assumes responsibility for knowing and following the safety rules and proper procedures associated with the responsibilities of the job.
- Collaborates with instructional staff, other school personnel, parents and a variety of community resources for the benefit of and in the best interest of students in the academic areas, athletics, special programs, extra-curricular activities, etc.
- Follows all board policies, school system rules and administrative regulations.
- Maintains confidentiality relative to employee, student, and parent records/information and procedures according to legal and system guidelines such as the Employee Handbook or Kingsport City Schools Policy Manual.
- Reports immediately, as required by law, to the appropriate agency(ies) and the principal or other persons designated by the school system, incidents of actual or suspected child abuse, actual or suspected child sexual abuse.
- Reports immediately, as required by law or school policy, to the appropriate agency(ies) and/or the principal or other persons designated by the school system, incidents involving unlawful student possession of weapons or drugs or fighting on school property.
- Responds in a prompt and professional manner to inquiries from a variety of sources (e.g. teachers, students, parents, administrators, boosters, etc.).
- Responds to emergency situations and safety concerns as necessary and directs to appropriate personnel for resolution.

OTHER FUNCTIONS

- Performs other job related duties as assigned.

KNOWLEDGE

Customer and Personal Service – Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

English Language – Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Psychology – Knowledge of human behavior and performance, individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

Public Safety and Security – Knowledge of relevant equipment, policies, procedures, and strategies to promote effective school security operations for the protection of people, data, and property.

Transportation – Knowledge of principles and methods for moving people or goods by road, including the relative costs and benefits.

SKILLS

Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Monitoring – Monitoring/Assessing performance of oneself, other individuals, or organizations to make improvements or take corrective action.

Operation Control – Controlling operations of equipment or systems.

Operation Monitoring – Watching gauges, dials, or other indicators to make sure a machine (vehicle) is working properly.

Reading Comprehension – Understanding written sentences and paragraphs in work related documents.

Service Orientation – Actively looking for ways to help people.

Speaking – Talking to others to convey information effectively.

Social Perceptiveness – Being aware of others' reactions and understanding why they react as they do.

Time Management – Managing one's own time and the time of others.

Writing – Communicating effectively in writing as appropriate for the needs of the audience.

ABILITIES

Control Precision – The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.

Deductive Reasoning – The ability to apply general rules to specific problems to produce answers that make sense.

Depth Perception – The ability to judge which of several objects is closer or farther away from you, or to judge the distance between you and an object.

Far Vision – The ability to see details at a distance.

Inductive Reasoning – The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Information Ordering – The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
Multi-limb Coordination – The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
Near Vision – The ability to see details at close range (within a few feet of the observer).
Oral Comprehension – The ability to listen and understand information and ideas presented through spoken words and sentences.
Oral Expression – The ability to communicate information and ideas in speaking so others will understand.
Problem Sensitivity – The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
Rate Control – The ability to time your movements or the movements of a piece of equipment (vehicle) in anticipation of changes in the speed and/or direction of a moving object or scene.
Reaction Time – The ability to quickly respond (with hand, finger, or foot) to a signal (sound, light, picture) when it appears.
Response Orientation – The ability to choose quickly between two or more movements in response to two or more different signals (lights, sounds, pictures). It includes the speed with which the correct response is started with the hand, foot, or other body part.
Selective Attention – The ability to concentrate on a task over a period of time without being distracted.
Spatial Orientation – The ability to know your location in relation to the environment or to know where other objects are in relation to you.
Speech Clarity – The ability to speak clearly so others can understand you
Speech Recognition – The ability to identify and understand the speech of another person.
Written Comprehension – The ability to read and understand information and ideas presented in writing.
Written Expression – The ability to communicate information and ideas in writing so others will understand.

WORK ACTIVITIES

Assisting and Caring for Others – Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.
Communicating with Supervisors, Peers, or Subordinates – Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail or in person.
Documenting/Recording Information – Entering, transcribing, recording, storing or maintaining information in written or electronic/magnetic form.
Establishing and Maintaining Interpersonal Relationships – Developing constructive and cooperative working relationships with others, and maintaining them over time.
Evaluating Information to Determine Compliance with Standards – Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
Getting Information – Observing, receiving, and otherwise obtaining information from all relevant sources.
Identifying Objects, Actions, and Events – Identifying information by categorizing, estimating, recognizing differences or similarities and detecting changes in circumstances or events.
Inspecting Equipment, Structures, or Material – Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.

Judging the Qualities of Things, Services, or People – Assessing the value, importance, or quality of things or people.

Monitor Processes, Materials, or Surroundings – Monitoring and reviewing information from materials, events, or the environment to detect or assess problems.

Operating Vehicles, Mechanized Devices, or Equipment – Running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as forklifts, passenger vehicles, aircraft, or water craft.

Organizing, Planning, and Prioritizing Work – Developing specific goals and plans to prioritize, organize, and accomplish the work.

WORK ENVIRONMENT

The usual and customary methods of performing the job's functions required the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 85% sitting, 10% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

PHYSICAL DEMANDS

Strength & Endurance

Lifting or Exerting Force

Up to 10 pounds	Frequent – less than 66%
Up to 25 pounds	Frequent – less than 66%
Up to 50 pounds	Occasional – less than 33%
Up to 100 pounds	Occasional – less than 33%
Over 100 pounds	Occasional – less than 33%

Carrying	Less than 5% or not present
Pushing	Less than 5% or not present
Pulling	Less than 5% or not present

Mobility

Standing	Occasional – less than 33%
Walking	Occasional – less than 33%
Sitting	Frequent – less than 66%

Coordination

Stooping	Occasional – less than 33%
Kneeling	Occasional – less than 33%
Crouching	Occasional – less than 33%
Crawling	Occasional – less than 33%

Upper Extremity

Reaching	Constant – more than 66%
Handling	Constant – more than 66%
Fingering	Constant – more than 66%
Feeling	Constant – more than 66%

Climbing & Balancing

Climbing	Occasional – less than 33%
Balancing	Constant – more than 66%

Sensory – Talking

Talk Ordinary	Frequent – less than 66%
Talk Other	Occasional – less than 33%

Sensory – Hearing

Conversation	Constant – more than 66%
Other Sounds	Constant – more than 66%

Sensory – Vision

Acuity near	Constant – more than 66%
Acuity far	Constant – more than 66%
Depth perception	Constant – more than 66%
Accommodation	Constant – more than 66%
Color vision	Constant – more than 66%
Field of vision	Constant – more than 66%

ENVIRONMENTAL CONDITIONS

Temperature & Moisture

Extreme Cold	Frequent – less than 66%
Extreme Heat	Frequent – less than 66%
Wet/Humid	Occasional – less than 33%

Noise & Vibration

Noise	Constant – more than 66%
Vibration	Constant – more than 66%

Hazards

Mechanical	Frequent – less than 66%
Explosive	Less than 5% or not present
Electrical	Less than 5% or not present
Radiation exposure	Less than 5% or not present
Burn exposure	Less than 5% or not present
Other hazards	Occasional – less than 33%

Atmospheric Conditions

Fumes exposure	Occasional – less than 33%
Mists exposure	Occasional – less than 33%
Odors exposure	Occasional – less than 33%
Gases exposure	Occasional – less than 33%
Dust exposure	Occasional – less than 33%
Other atmospheric	Occasional – less than 33%

Protective Clothing & Devices

Must wear PPE to meet universal precaution standards

Work Environment

85% Inside
15% Outside

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.

PROVISION

This job description may be revised at any time. This is not a contract of employment, and the employee's performance may be evaluated by factors not included on the written job description. There may be additional or different requirements or qualifications required by the state or federal government that are not included in this job description.