

## SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

### DRIVER -- BUS

#### JOB DESCRIPTION

**JOB CODE:** 780300, 780304, **BARGAINING UNIT ELIGIBILITY:** Yes  
\*780301

**FLSA:** Non-Exempt **PAY GRADE:** 25

**SALARY SCHEDULE:** Education Support Professionals

*\* Unassigned Bus Driver*

#### QUALIFICATIONS:

- (1) High School Diploma or GED.
- (2) Minimum of five (5) years licensed driving experience.
- (3) Valid Florida Driver's License.
- (4) Verification of an acceptable driving record through the Department of Motor Vehicles (DMV).
- (5) Successful completion of 40 hours driver's training course meeting state and federal standards leading toward a Class B Commercial Drivers License (CDL) with passenger endorsement.
- (6) Pass a physical exam and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of highway and traffic safety rules and regulations. 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 tolerate and effectively respond to stressful situations. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with students, parents, staff, and administrators.

#### REPORTS TO:

Work-Site Administrator

#### JOB GOAL

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

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- \*(1) Transport students to and from school and on assigned trips safely and efficiently.
- \*(2) Comply with all 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 district transportation guidelines/policies.
- \*(6) Keep assigned bus clean according to district transportation policies.
- \*(7) Follow assigned route and schedule.

## DRIVER -- BUS (Continued)

- \* (8) Complete pre- and post-trip safety inspections and notify proper authority of mechanical defects and lateness.
- \* (9) Discharge students only at authorized stops.
- \* (10) Transport only authorized students.
- \* (11) Enforce no smoking, drinking or eating rules on bus.
- \* (12) Instruct students in safety precautions and practices.
- \* (13) Conduct bus evacuation as required.
- \* (14) Perform 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.
- \* (15) Report all accidents involving a school bus without delay.
- \* (16) Follow all transportation policies and procedures.
- \* (17) Serve on school/district committees as required or appropriate.
- \* (18) Adhere to applicable safety standards.
- \* (19) Attend all staff meetings and workshops.
- \* (20) Assist with maintaining a clean and orderly environment.
- \* (21) Be knowledgeable of and adhere to Board policies and departmental procedures.
- \* (22) Communicate effectively with the supervisor, bus attendant if applicable, school staff members, students, parents, administrators and other contact persons using tact and good judgment.
- \* (23) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- \* (24) Demonstrate initiative in the performance of assigned responsibilities.
- \* (25) Demonstrate support for the school district and its goals and priorities.
- \* (26) Exhibit interpersonal skills to work as an effective team member.
- \* (27) Follow attendance, punctuality and proper dress rules.
- \* (28) Maintain confidentiality regarding school/workplace matters.
- \* (29) Maintain expertise in assigned area.
- \* (30) Manage time efficiently.
- \* (31) Model and maintain high ethical standards.
- \* (32) Participate in cross-training activities as required.
- \* (33) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- \* (34) Prepare all required reports and maintain update and accurate records.
- \* (35) Represent the District in a positive and professional manner.
- \* (36) Respond to inquiries and concerns in a timely manner.
- (37) Perform other duties as assigned.
- \* (38) May be required to work beyond the 40-hour week.

*\*Essential Performance Responsibilities*

## PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force and/or up to 10 pounds of force as needed to move objects. May be required to exert up to 100 pounds of force occasionally.

## **DRIVER -- BUS (Continued)**

### **TERMS OF EMPLOYMENT:**

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

### **Job Description Addendum No. 08**

Adopted: 8/2/11

Revised: 9/26/19 (Superintendent)

Adopted: 3/1/22