

# SCHOOL DISTRICT OF OKEECHOBEE COUNTY

## BUS OPERATOR

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) High school diploma or equivalent preferred.
- (2) Five (5) years licensed driving experience.
- (3) Valid Commercial Driver's License (CDL), Class B, with good driving record, with airbrake, passenger (P) and school bus (S) endorsements.
- (4) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to communicate orally and in writing. Ability to read, speak and write in the English language. Ability to understand and follow oral and written instructions. Ability to operate a bus in a safe and economical manner. Ability to pass an annual physical examination and meet all requirements mandated by law. Ability to relate to students, parents and school system personnel. Knowledge of characteristics of students with special needs. Knowledge of traffic laws as they pertain to loading and unloading of students. Knowledge of traffic and highway safety rules. Knowledge of precautions to avoid accidents. Knowledge of safety rules regarding crossing streets. Skill in handling student behavior.

#### REPORTS TO:

Supervisor of Transportation

#### JOB GOAL

To transport students safely and efficiently to and from school and extracurricular activities as assigned.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \*(1) Make a daily pre-trip inspection of the bus and report any defect affecting safety or economy of operation immediately to authorized personnel.
- \*(2) Operate school bus on prescribed route by picking up or dropping off students at designated scheduled stops, following established signaling and safety procedures.
- \*(3) Instruct students in the safe and proper methods of boarding and departing from the bus.
- \*(4) Monitor operating condition of bus on a continual basis and report needed service and/or repairs to appropriate staff.
- \*(5) Keep the bus neat and clean at all times.
- \*(6) Handle problems related to student conduct and maintain discipline by reporting unacceptable behavior to the proper authority.
- \*(7) Report delays and accidents.
- \*(8) Prepare accident reports and other reports as required.

## **Bus Operator - Continued**

- \* (9) Attend and participate in conferences and training classes for school bus operators and be prepared at any time to pass successfully a reasonable examination concerning traffic laws, state and local transportation regulations and driving skills.
- \* (10) Observe and obey all laws and regulations of the State Board of Education relating to transportation including traffic laws and mandatory safety regulations for school buses.
- \* (11) Conduct emergency evacuation of students and assist in lifting or carrying as required.
- \* (12) Be punctual, courteous and fair in dealing with bus riders.
- \* (13) Supervise emergency evacuation drills at least two (2) times each school year as directed by the school principal.
- \* (14) Remain on the bus while students are loading and unloading.
- \* (15) Require all students to wear seat restraints if bus is so equipped.
- \* (16) Signal children to cross street or highway; ensure that children are safely across street prior to leaving bus stop.
- \* (17) Ensure that no students remain on the bus at the end of the route.
- \* (18) Demonstrate initiative in the performance of assigned responsibilities.
- \* (19) Conduct oneself in the best interest of students including but not limited to being clean and neat in appearance, refraining from the use of tobacco, alcohol or drugs while operating the bus, and the use of appropriate language.

### **Employee Qualities/Responsibilities**

- \* (20) Meet and deal effectively with the general public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- \* (21) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \* (22) Ensure adherence to good safety standards.
- \* (23) Maintain confidentiality regarding school/workplace matters.
- \* (24) Model and maintain high ethical standards.
- \* (25) Maintain expertise in assigned area to fulfill position goals and objectives.
- \* (26) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

### **Inter/Intra-Agency Communication and Delivery**

- \* (27) Exercise service orientation when working with others.
- \* (28) Keep supervisor informed of potential problems or unusual events.
- \* (29) Use effective, positive interpersonal communication skills.
- \* (30) Respond to inquiries and concerns in a timely manner.
- \* (31) Serve on school/district committees as required or appropriate.

### **System Support**

- \* (32) Exhibit interpersonal skills to work as an effective team member.
- \* (33) Follow federal and state laws as well as School Board policies, rules and regulations.
- \* (34) Demonstrate support for the school district and its goals and priorities.
- \* (35) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- \* (36) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- \* (37) Participate in cross-training activities as required.  
Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

## **Bus Operator - Continued**

### **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.

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### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.

Length of the work year and hours of employment shall be those established by the district.

### **EVALUATION:**

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

Board Approved: May 8, 2012