



Job Title: **Bus Driver**

Department: **Transportation**

Supervisor: **Director of Transportation**

Lane Placement: **ESP Lane 7**

Schedule: **Varies** Evaluation Group: **JCES 12**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of the Director of Transportation, 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 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 Canyons School District. Incumbent works cooperatively with Bus Attendant when such is assigned.

ESSENTIAL FUNCTIONS

- Drives a school bus to transport students safely to and from designated locations in a timely manner, following established routes.
- Loads and unloads students in a safe fashion (using special equipment, if needed).
- Conducts 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, gas, anti-freeze, water, windows, fan belts, cleanliness and all items on pre-trip inspection form).
- Performs daily post-trip inspection (e.g. checks for damage to bus interior, checks fuel, holds articles left by students).
- Maintains required records and submits required District reports (e.g. mileage reports, time slips, Federal/State student counts, map and route descriptions).
- May meet with parents, students, principals or administrators concerning student needs or discipline problems.
- Instigates 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. Instructs all students in evacuation procedures.
- Monitors student behavior, while on bus, and implements behavior program in cooperation with school administrators.
- Provides basic first aid if necessary.
- Monitors health and safety of student riders and provides assistance to students in physical distress.
- May be responsible for supervising emotionally and physically handicapped children. The attendant (if available) leads out in this responsibility.
- May train a few students to help with evacuation drills.
- Assists with cleaning and basic maintenance of the bus.
- Predictable and reliable attendance.

During times of state and district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

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 employee assigned to this position.
- 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 machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Requires CDL license with proper endorsements.
- 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.
- Requires one year demonstrated safe driving competence.
- 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 ability to operate fuel pumps, oil and anti-freeze 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).
- Requires ability to operate two-way radio.
- 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.
- Random drug testing is required by the Utah State Office of Education.
- Incumbent must be fingerprinted and clear a criminal background check.
- Has input into decisions concerning routes.

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, mechanic tools and safety equipment.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Drag a 125-pound object on the ground 50 feet within 30 seconds.
- Kneel down for 10 seconds; turn head to look under a school bus, and then return to a standing position within 5 seconds (perform two times within 60 seconds).
- While sitting and looking forward, move right foot back and forth between throttle and brake 5 times within 10 seconds.
- Climb and descend bus stairs three times within 30 seconds.
- While sitting and looking forward, sequentially open and close the bus door, activate the four-way hazard lights, and activate the right/left turn signals within 15 seconds.
- From seat height (16 inches), pick up and carry a 50-pound object 35.
- 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.
- Requires ability to sit for long periods while driving. Uses arms, hands and fingers to grasp and hold; use legs and feet to press and hold pedals. Uses hearing and speech for communication.
- Requires clear vision including distance, peripheral and depth perceptions.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
 - Requires the ability to lift a minimum of ten (50) pounds.
 - Drag a 125-pound object on the ground 50 feet within 30 seconds.
 - Possess the physical, mental, and emotional stability to work under stressful conditions, 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.*

All employees are required to participate in the District evaluation process.
 It is the employee's responsibility to review and adhere to all district policies and procedures.
 This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/9/2020