



JOB TITLE	DEPARTMENT	REPORTS TO
Bus Driver	Transportation	Transportation Area Manager

Position No: 78030	Length of Work Year: 183 days
Salary Schedule: CWHD	Date Approved: 8/26/97
FSLA: Non-exempt	Date Revised: 6/24/03; 1/24/12; 5/10/17; 5/30/18

JOB GOAL
To transport students to and from schools and activities.

MINIMUM QUALIFICATIONS

1. High School diploma or equivalent preferred.
2. Evidence of five years good driving record.
3. Valid Florida Commercial Drivers License (CDL).
4. Ability to prepare written reports.
5. Demonstrated ability to safely operate the type and size of vehicle assigned and demonstrate knowledge of all requirements for school bus drivers as prescribed by state traffic laws and regulations of the state board and district school board.
6. Physical capability to operate the vehicle as determined by a physical examination by a Board approved physician.
7. Successful completion of 40 hour training course and yearly inservice.
8. Ability to perform the functions of the position.
9. Successful completion of a Physical Capacity Test specific to the essential functions and measured physical demands of the position.

DUTIES AND RESPONSIBILITIES

1. To obey all traffic laws.
2. To observe all mandatory safety regulations for school buses.
3. To maintain discipline when students are on bus and to report undisciplined students to the proper authority.
4. To conduct emergency evacuation of students and to assist in lifting or carrying as required.
5. To keep assigned bus clean and report all incidents of vandalism.
6. To observe assigned route schedule, transport only authorized students and discharge students only at authorized stops.
7. To perform pretrip inspection of bus and complete inspection form daily prior to a.m. run.
8. To notify the proper authority in case of mechanical failure or lateness.
9. To complete student counts as required for F.T.E. reporting and efficient routing.
10. To promptly complete all necessary paperwork as assigned (bus safety charts, referrals, payroll time sheets, etc.) by the Director or Area Manager.
11. To exercise responsible leadership when on out-of-district school trips.
12. To check all bus seats after each route, trip, or run for students remaining on bus or damage to bus or bus seat.
13. To report all accidents and complete required reports.
14. To enforce regulations in policy books.
15. To perform assigned tasks in a timely and efficient manner.
16. To perform assigned tasks with a high standard of quality.
17. To perform other duties as required by the supervisors.

PHYSICAL DEMAND CLASS:

Light-Medium (LM) - Frequent lifting and carrying of objects weighing 20 pounds or less. Infrequent lifting and carrying of objects weighing 21-50 pounds. Frequent walking and/or standing is required to carry out duties.

For the Position of: **BUS DRIVER**
PDC Test Level: MEDIUM

The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. Candidates will be required to successfully complete the following job specific tests prior to being recommended to the School Board for hire.

Job Specific Task I

Task Simulated: Lifting/Transferring students

Equipment Used: NIOSH box weighted to 50 lbs., 2 20-inch height shelves or surfaces

Description of Task Simulation 1: With NIOSH box weighted to 50 lbs. and placed on shelf so lower box handles are at 20-inch height from floor, the candidate will lift using lower handles then pivot to place box on a shelf at similar height. This is to be done for 2 repetitions.

Job Specific Test II

Task Simulated: Push/Pull - Student mobility/Bus Door

Equipment used: Sled weighted for 50 lbs. /force or Force gauge

Description of Task Simulation 2: Candidate will demonstrate ability to push then pull a weighted sled with hands at self-selected height for 5-feet, one repetition for each direction. If a sled is unavailable, the candidate, using a force gauge w/ handles at self-selected height to generate peak force of 50 lbs. for pushing and pulling for 1 repetition for each direction.

Job Specific Test III

Task Simulated: Seat belt Handling

Equipment used: Fine motor activity tools (buckle strap or similar fine motor activity)

Description of Task Simulation 3: Candidate will demonstrate ability to assume posture (including stoop, kneel, or crouch) to reach at arm's length to 20-inch height from floor to perform fine motor activity for 1-minute. This is to be done for 1 repetition.

Job Specific Test IV

Task Simulated: Bus Entry/Exit Step Climb

Equipment used: Stepladder

Description of Task Simulation 4: Using available handholds, candidate will demonstrate ability to climb up/down to the 3rd rung. This is to be done for 3 repetitions.