



JOB TITLE	DEPARTMENT	REPORTS TO
Campus Safety Transportation Monitor	School Based	Principal

<b>Position No:</b> 79023	<b>Length of Work Year:</b> 183 Days
<b>Salary Schedule:</b> CWHD	<b>Date Approved:</b> 9/10/21
<b>FSLA:</b> Non-exempt	<b>Date Revised:</b> 9/29/21

JOB GOAL
To transport students to and from schools and activities. To monitor attendance, class work, and behavior of students assigned to the Behavior Intervention Classroom.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> <li>1. High School diploma or equivalent preferred.</li> <li>2. Evidence of five years good driving record.</li> <li>3. Valid Florida Commercial Driver's License (CDL).</li> <li>4. Ability to prepare written reports.</li> <li>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.</li> <li>6. Physical capability to operate the vehicle as determined by a physical examination by a Board approved physician.</li> <li>7. Successful completion of 40-hour training course and yearly in-service.</li> <li>8. Successful completion of the St. Lucie County School District Behavior Technician basic competencies within 12 months of employment.</li> <li>9. Ability to perform the functions of the position.</li> <li>10. Successful completion of a Physical Capacity Test specific to the essential functions and measured physical demands of the position.</li> </ol>
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> <li>1. To obey all traffic laws.</li> <li>2. To observe all mandatory safety regulations for school buses.</li> <li>3. To maintain discipline when students are on bus and to report undisciplined students to the proper authority.</li> <li>4. To conduct emergency evacuation of students and to assist in lifting or carrying as required.</li> <li>5. To keep assigned bus clean and report all incidents of vandalism.</li> <li>6. To observe assigned route schedule, transport only authorized students and discharge students only at authorized stops.</li> <li>7. To perform pretrip inspection of bus and complete inspection form daily prior to a.m. run.</li> <li>8. To notify the proper authority in case of mechanical failure or lateness.</li> <li>9. To complete student counts as required for F.T.E. reporting and efficient routing.</li> <li>10. To promptly complete all necessary paperwork as assigned (bus safety charts, referrals, payroll time sheets, etc.) by the Director or Area Manager.</li> <li>11. To exercise responsible leadership when on out-of-district school trips.</li> <li>12. To check all bus seats after each route, trip, or run for students remaining on bus or damage to bus or bus seat.</li> <li>13. To report all accidents and complete required reports.</li> </ol>

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 monitor the presence of visitors on campus, assuring that they are only in approved areas of the school and guide them to the appropriate campus location.
18. To monitor all vehicles that come on campus.
19. To assist in the supervision of students in open areas of the campus.
20. To assist administration and deans in responding to requests for student removal from class.
21. To patrol and monitor the school's inner campus, and perimeter (parking lot and grounds) for problems or issues. Close and lock gates and doors.
22. To work closely with the school resource officer/deputy regarding campus activities and security.
23. To check anyone trespassing and report them to the school resource officer/deputy and administration.
24. To work with school administration to secure and lock down the campus during emergencies.
25. To assist all administrators when needed or called upon.
26. To assist in getting students and staff on campus in the morning and off campus at dismissal.
27. To assist with school bus area supervision before and after school.
28. To make tours/patrols of the school's inner campus, including the perimeter and grounds, to ensure that school and district policies are enforced and to identify and respond to potential safety concerns.
29. To establish and maintain good rapport with students.
30. To establish and maintain good rapport with all staff and administration.
31. To follow all school board policies.
32. To exhibit good judgment and initiative in emergency situations.
33. To attend all school safety committee meetings.
34. To perform other duties as assigned by the Principal.

**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 3<sup>rd</sup> rung. This is to be done for 3 repetitions.