



## JOB DESCRIPTION

DESCRIPTOR	RESPONSE	DESCRIPTOR	RESPONSE
POSITION TITLE	Bus Driver	POSITION CODE	57
CLASSIFICATION LEVEL		EEO – 6 CATEGORY	53-3022
PAY GRADE LEVEL	G 5	PROVISIONAL PERIOD	3-Months
FLSA STATUS	Non-Exempt	ASSIGNMENT CATEGORY	Full-Time
DIVISION/DEPARTMENT	Child Development & Family Services	LOCATION	Polk and St. Lucie County

### **SUMMARY:**

The Bus Driver reports to the Transportation Coordinator and is responsible for the transportation of children to and from the centers and during field trips, ensuring their safety at all times.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Include the following:

- Operates the bus in a safe manner and in accordance with the rules and regulations of the State Department of Highway and Safety and Motor Vehicles.
- Implements established rules of the bus.
- Makes daily pre-trip and post-trip inspections of the bus and reports any defect to supervisor.
- Maintains daily bus mileage logs and submits them to the appropriate supervisor.
- Maintains assigned list of children for the route and follows the route schedule.
- Maintains appropriate licensing.
- Shows respect and courtesy to parents at all times.
- Familiarizes self with children, their names and bus stops. Knows to whom children are to be released.
- Maintains a first aid kit and administers first aid if needed.
- Cleans and keeps bus neat at all times.
- Reports suspected child abuse and neglect situations.
- Assists center staff to distribute parent program information to parents of children receiving transportation services.



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### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Attends and participates in conference and training sessions as required and remains prepared at any time to successfully pass a reasonable examination concerning traffic laws, state and local transportation regulations and driving skills.

Attends required trainings, meetings, and conferences to keep abreast of educational trends and enhance knowledge.

Submits to random drug testing.

Transports children to providers (dental, medical services).

Assigned to maintenance or classroom duties during non-transportation hours.

Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES:**

Directly supervises Bus Monitors

### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of clients or employees of organization.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

### **EDUCATION AND/OR EXPERIENCE:**

High School diploma or General Education Diploma (G.E.D.). Valid Florida C.D.E. Class B Drivers License. State of Florida on-public school bus driver certifications.

### **REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Ability to deal with problems involving several concrete variables in standardized situations.



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**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Florida C.D.L. Class B Drivers License. Passenger Endorsement State of Florida on-public school bus driver certifications.

**OTHER SKILLS and ABILITIES:**

Must have own means of transportation.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit and stoop, kneel, crouch, or crawl. The employee is occasionally required to stand, walk, and climb or balance.

The employee must regularly lift and/or move up to 25 pounds.

Specific vision abilities required by this job include distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, risk of electrical shock, and vibration.

The noise level in the work environment is usually loud.

<b>APPROVED BY: (Name/Title)</b>	Deloris Johnson, Chief Executive Officer
<b>DATE APPROVED:</b>	July 1, 2017
<b>DATE REVIEWED/REVISED:</b>	July 1, 2017

CONFIRMATION OF RECEIPT:

Signature \_\_\_\_\_ Date \_\_\_\_\_