

LOCAL DISTRICT CLASSIFICATION PLAN

CLASS TITLE: BUS DRIVER

BASIC FUNCTION:

Operate a school bus over designated routes in accordance with time schedules, picking up and discharging students; provide safe and efficient transportation for District students to and from school, special events and field trips; perform daily inspections and operator maintenance of vehicle; assist in the loading and unloading of physically and mentally handicapped students as necessary.

REPRESENTATIVE DUTIES:

Drive a school bus over designated routes in accordance with specified time schedules and in accordance with regulations and laws related to pupil transportation in the State following specified schedules; transport students to and from school, special events and field trips.

Pick-up and discharge students, under varying weather conditions, at established bus stops; report incidents which affect the safety of students.

Maintain bus in a safe operating condition through prescribed daily vehicle inspections and driver maintenance including cleaning windows, mirrors, and bus interior; check and maintain fuel, oil, and water levels; check brakes, brake lights and doors; report mechanical defects and malfunctions to appropriate personnel.

Maintain order and discipline among students on bus following District policies and procedures regarding disciplining of students and contact with school officials, parents, and the public; interact with parents regarding questions, concerns, and disputes.

Perform emergency bus evacuation drills as required by Kentucky Administration Regulations.

Transport physically handicapped and mentally handicapped children to and from designated locations; lift and secure wheel chairs; assist in the loading and unloading of handicapped children as necessary.

Observe applicable local, state, and federal policies, procedures, and guidelines.

Fuel and clean exterior and interior of buses including picking up debris, sweeping and mopping floor, wiping upholstery, and cleaning headlights.

Maintain records concerning vehicle maintenance, miles driven and number of children transported, and other related matters; prepare student conduct, incident, and accident reports.

Attend safety and preventive emergency meetings when required.

Utilize two-way radio for bus to bus and bus to base communication.

Perform first aid according to established guidelines and procedures.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Safe driving practices.

Provisions of the State Motor Vehicle code and Kentucky Administration Regulations applicable to the operation of vehicles transporting students.

First aid practices.

Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

Operate a school bus over designated routes in accordance with the time schedules, picking up, and discharging students.

Maintain order and discipline among students while driving a school bus.

Maintain assigned vehicle in a clean and safe operating condition.

Recognize equipment malfunctions and take appropriate action.

Learn designated bus routes including stops and traffic hazards.

Maintain routine records.

Establish and maintain cooperative and effective working relationships with others.

Understand and follow oral and written directions.

Meet schedules and time lines.

Communicate effectively both orally and in writing.

Learn, apply, and explain rules, regulations, policies, and procedures.

Observe legal and defensive driving practices.

Assist in loading and unloading handicapped children as necessary.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and one year experience in the operation of a motor vehicle.

LICENSES AND OTHER REQUIREMENTS:

Valid Kentucky Commercial Class B driver's license, including passenger endorsement; School Bus Certificate; must pass driving record check.

Revised: March, 1999