

**DEER LAKES SCHOOL DISTRICT
TRANSPORTATION**

POSITION DESCRIPTION

POSITION TITLE: Bus Driver

QUALIFICATIONS:

1. High School Diploma or GED.
2. Valid Pennsylvania Class B CDL and S & P endorsement.
3. Previous experience driving a school bus preferred.
4. CPR/First Aide Training Preferred.
5. Detail oriented.
6. Ability to read school bus gauges and determine or predict when mechanical issues may arise.
7. Ability to diffuse conflict and enforce student rules/guidelines.
8. Knowledge of basic cleaning supplies and techniques preferred.
9. Must pass annual physical.

REPORTS TO: Mechanic I and Director of Transportation

ACCOUNTABILITY OBJECTIVE: The person assigned to this position is responsible for transporting students safely according to established routes. Bus drivers are responsible for maintaining student discipline on buses. Performing routine safety inspections and reporting mechanical and safety concerns to the Mechanic I.

PERFORMANCE ACCOUNTABILITIES:

1. Operate the school vehicle in a safe manner. Follow the specific routes established by the district's Central Office on a daily basis.
2. Maintain Class B CDL licensure per Pennsylvania Department of Transportation requirements and maintain insurability according to the school district's insurance requirements.
3. Notify Mechanic I immediately if there are any changes to licensure status.
4. Follow and obey all rules of the road including specific traffic regulations established in Pennsylvania vehicle code.
5. Responsible for the supervision of children on the school buses, maintaining student discipline utilizing district discipline procedures and enforcing the posted rules of conduct at all times.

6. Report any student problem with a student disciplinary form to the building Principal or the Director of Transportation.
7. Demonstrate ability to follow detailed, written instructions with ability to accurately record and report information in writing or orally.
8. Responsible for reporting mechanical and/or safety concerns with each vehicle to the Mechanic I.
9. Accurately report any involvement in a driver related accident to the Director of Transportation.
10. Responsible to maintain and keep clear all vision areas of the school bus which includes front and rear windows and mirrors.
11. Responsible for completing daily routine pre and post trip safety checks and reporting any deficiencies to the Mechanic I on the Driver's Vehicle Safety Check Form. (See Appendix 4 B of the Transportation Handbook.)
12. Responsible for maintaining bus cleanliness.
13. Ensure that the video surveillance camera is activated and functioning during each bus trip.
13. Responsible for inspecting the interior of the bus after each "run," to check for vandalism, articles left on the bus and to ensure that all students have departed the bus.
14. Responsible for performing a semi-annual bus evacuation drill.
15. Inform the Mechanic I and Transportation office of licensure and physical updates.
16. Maintain a personal copy of the Transportation Handbook and update as necessary.
17. Perform any other duty or responsibility as assigned.

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 individuals with disabilities to perform the essential functions.

- Sitting, driving and walking for extended periods of time
- Lifting and carrying 50 pounds
- Pushing and pulling 100 pounds
- Ability to climb, bend, kneel, squat, shoulder reach and twist
- Moving fingers, hands and feet in a repetitive manner
- Ability to speak clearly and distinctly when communicating
- Hearing clearly
- Adequate vision to perform duties

The information contained in this job description is for compliance with Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

TERMS OF EMPLOYMENT:

APPROVED BY
THE SUPERVISOR: _____ DATE: _____

REVIEWED BY
THE INCUMBENT: _____ DATE: _____