

**Knappa School District #4**  
**Job Description**

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**Job Title:** Bus Driver  
**Reports To:** Director of Transportation

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**JOB SUMMARY**

This position transports students by bus in a safe and professional manner.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Maintains thorough working knowledge of all laws, procedures and regulations governing school bus drivers and student transportation.
3. Obeys all traffic laws.
4. Performs evacuation drills, as required.
5. Performs pre-trip inspection on bus prior to driving.
6. Adheres to assigned daily schedule.
7. Keeps assigned bus clean, replenishes fuel and oil and ensures bus is in good repair and proper working order.
8. Drives District vehicles and buses safely while transporting students from home to school; transports students and adult chaperones on school activities during and outside of school hours.
9. Monitors appropriate behavior of students.
10. Maintains discipline and control of students on buses and issues citations as consistent with District policy(ies).
11. Reports student disruptions to school office.
12. Assists students loading onto bus, conducts required passenger instruction and administers first aid to passengers, as required.
13. Fills out appropriate log(s), forms and paperwork, as required.
14. Completes all required reports on a timely basis.
15. Interacts thoughtfully and courteously with students, staff and parents and resolves conflict in a professional manner.
16. Reports safety, sanitary and fire hazards immediately to supervisor.
17. Maintains appropriate certifications and training hours as required.
18. Attends work regularly and is punctual.

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**MARGINAL DUTIES AND RESPONSIBILITIES**

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Attends staff meetings.
2. Attends in-service trainings.
3. Performs general cleaning including washing windows, sweeping/mopping, picking up garbage and sanitizing seats.
4. Reports accidents, road and other hazards, as necessary.

5. Substitutes for other drivers, as needed.

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## **SUPERVISORY RESPONSIBILITIES**

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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## **QUALIFICATIONS**

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 individuals with disabilities to perform the essential functions.

- High school diploma or General Education Diploma (GED) or equivalent combination of education and experience. At least six months full-time driving experience or three to five years normal driving experience. Previous experience working in a transportation or bus driving position preferred.
- Works well with others from diverse backgrounds. Focuses on solving conflict. Demonstrated ability to remain calm and professional in an environment with frequent interruptions.
- Ability to communicate fluently verbally and in writing in English. Ability to respond to common inquiries or complaints from students, parents or staff. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to perform these operations using units of American money and weight measurement and distance.
- 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.
- General knowledge of computer usage and ability to use email.
- Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment while working in a dynamic environment.
- Certificates as determined by the District including a valid Oregon Class B Commercial Driver's License (CDL) w/ passenger endorsement and school bus endorsement, State School Bus Driver's certificates/licenses, airbrake certificate, a good driving record and the ability to obtain a valid First Aid/CPR card.

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## **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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to stand and stoop, kneel, crouch or crawl and climb stairs.

The employee must regularly lift and/or move up to 25 pounds, frequently up to 50 pounds and occasionally up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Specifically the employee must have the ability to:

- a. Open and close a manually operated bus entrance door control with a force of at least 30 pounds.
- b. Climb and descend steps with a maximum step height of 17 ½ inches.
- c. Operate two hand controls simultaneously and quickly.
- d. Have a reaction time of three-fourths of a second or less from the throttle to the brake control.
- e. Carry or drag a 125-pound person 30 feet in 30 seconds or less.
- f. Depress a brake pedal with the foot to a pressure of at least 90 pounds.
- g. Depress a clutch pedal with the foot to a pressure of at least 40 pounds.
- h. Exit from an emergency door opening of 24 by 48 inches at least 42 inches from the ground in ten seconds or less.

Visual acuity of at least 20/40 in each eye, with or without corrective lenses; binocular acuity of at least 20/40 in both eyes, with or without corrective lenses; from field of vision of at least 140 degrees; the ability to distinguish the colors red, green, and yellow.

Hearing of at least 7/15 in at least one ear.

No mental, nervous, organic or functional disease or disability likely to interfere with safe driving or other responsibilities of a school bus driver.

### **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 individuals with disabilities to perform the essential functions.

The work environment is a standard school bus setting. The noise level in the work environment is usually moderate, but occasionally high. While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions, moving mechanical parts, fumes and airborne particles, vibration, and heavy traffic patterns. The employee may be exposed to bodily fluids and bloodborne pathogens.

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### **OTHER**

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

**Signature:**

**Date:**

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Date: