

Job Title: Bus Driver/Special Education Bus Driver/
Substitute Bus Driver

Department: Transportation

Reports To: School Transportation Administrators

FLSA Status: Non Exempt

Salary Schedule: BD



SUMMARY

Under the direction of the School Transportation Administrators and in cooperation with School Principals, the Driver operates a school bus to designated locations to transport students, including those who are mentally or physically disabled, in wheelchairs, or otherwise require special help; transports preschool children to state preschool classes; assists in general maintenance/pre and post tripping the school bus, and performs other related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Performs a proper pre-trip and post-trip daily and properly reports any defects or concerns found on each bus that is driven.

- The bus must be swept daily, or more often if necessary, and trash emptied as needed.
- Windshields, rear windows, and mirrors must be cleaned as needed for proper vision.
- During contagious outbreaks disinfecting protocols must be followed.

Departs at scheduled time for routes or schools and drives the approved, designated route, only making adjustments in emergency situations.

Picks up and discharges students while following proper, state and WCSD, loading and unloading procedures.

When transporting special needs students, the loading and unloading responsibilities may be shared with the paraprofessional aide. The responsibility for following proper procedure and securement of all Car Seats/Restraint Systems (CSRS) equipment remains with the driver.

Follows established procedures for emergencies.

Follows a "Student Management Plan" which enforces and maintains a positive discipline procedure that includes:

- Effective positive communication with students.
- Contact and communication with parents.
- Contact and communication with school administrators.

Conforms to District policies including those regarding attendance and absences.

- A driver, who has an assigned route, may only be absent for 5 personal days of the 179 contract days unless the additional days are approved.
- The day before and the day after a scheduled non-contract day may not be taken for personal use.

Any route driver who doesn't conform to these guidelines could forfeit their route and be returned to the sub pool.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND 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. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Mandatory Qualification Requirements:

Minimum age of 21 years.

Have no more than 100 points recorded on a past driving record. No more than two at-fault accidents, two citations, or a combination of one at-fault accident and one citation, in a 24 month period.

Additional Qualification Requirements:

Required to attend WCSD training held at the beginning of each school year. Complete continuing education credit courses and licensing training provided by WCSD.

Complete the Basic Training Course.

Knowledge of safe driving practices and procedures.

Knowledge of first aid procedures.

Knowledge of provisions of the state codes applicable to the operation of school buses and the transporting of students.

Ability to learn emergency procedures for working with all students, to include students with special needs.

Ability to read, write, and communicate effectively in English at a level required for successful job performance.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Must have basic computer skills to perform some of the reporting duties.

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

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Must have the ability to make sound decisions in the event of an emergency.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or six months to one year related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Hold and maintain a Utah commercial driver's license.

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 use hands to handle, or feel, and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. The employee must frequently push or pull up to 30 pounds and occasionally push or pull up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Must successfully complete a physical examination in accordance with the US Department of Transportation, Bureau of Motor Carrier Safety Regulations, for drivers at a facility authorized by Washington County School District.

Must successfully pass a pre-employment drug test and successfully pass a physical assessment prior to driving the bus.

Must pass the required state physical evaluation annually.

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.*

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles. The employee is frequently exposed to moving mechanical parts, outside weather conditions, extreme cold, extreme heat, and vibration. The employee frequently uses safety equipment such as seat belts and safety straps. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; and toxic or caustic chemicals. The noise level in the work environment is usually moderate to loud.

Prepared By: School Transportation Administrator		Date: 12/17/2004
Approved By: Executive Director, Human Resources		Date: 1/11/2005
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: School Transportation Administrator	Date: 1/13/2010
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: School Transportation Administrator	Date: 4/20/2010
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 12/7/2015
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: Director of Transportation	Date: 06/05/2019
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: Assistant Director, Human Resources	Date: 10/09/2020
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: Assistant Director, Human Resources	Date: 07/07/2023
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: Assistant Director, Human Resources	Date: 07/18/2023

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	