

**POSITION DESCRIPTION ADDENDUM FOR:
Bus Driver on Special Assignment**

*The information listed under **SPECIFIC ESSENTIAL DUTIES AND RESPONSIBILITIES** is in addition to the information provided on the basic **BUS DRIVER** position description.*

SPECIFIC ESSENTIAL DUTIES AND RESPONSIBILITIES

Routes regular education buses on Versatrans software. Checks accuracy and makes corrections when needed.

Investigates discrepancies between what a bus driver is doing and what Versatrans shows.

Evaluates and updates routes for efficiency and safety.

Evaluates bus stops and makes decisions as to where they are located after considering safety, state guidelines, and other factors.

Handles complaints about vandalism at stops.

Makes changes in bus routes when needed and notifies parents and applicable schools.

Answers questions and concerns from bus drivers regarding changes in routes.

Assists bus drivers with overloads where ineligible students are hopping on the bus.

Analyzes bus loads and re-routes buses to assist with overloads.

Calculates costs for bussing to an area versus paying “in lieu of”. Measures mileage for “in lieu of” payments.

Makes bus runs for special programs at schools. Calculates costs for special program bus runs.

Assists in answering questions or complaints regarding bussing from parents that cannot be answered by the front desk of the Transportation Office.

Manages requests for space available passes on the bus for students who are not eligible or may want to ride a different bus.