

Job Title: Lead Bus Driver & Evaluator
Department: Transportation
Reports To: Transportation Coordinator
FLSA Status: Non Exempt
Salary Schedule: MN lane 04



SUMMARY

Under the direction of the School Transportation Administrators, the Lead Bus Driver & Evaluator will cover any scheduled, short notice, or immediate substitution of a route or activity/field trip by operating a school bus to designated locations to transport students, including those who are mentally or physically disabled, in wheelchairs, or otherwise require special help. The Lead Bus Driver & Evaluator evaluates the bus driver's skills, knowledge, and abilities by performing on-route evaluations and will provide remedial instruction and training when necessary. The Lead Driver & Evaluator will also assist with other duties within the Transportation Department as needed.

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.

Drives a school bus to designated locations in accordance with time schedules and adjusts to schedule changes as they occur. Will not be assigned a route and is expected to cover various routes and activity/field trips as scheduled, on short notice, or on immediate notice. Picks up and discharges students; assists in loading and unloading children from the bus.

Positions children on bus onto seats before fastening/checking Car Seats/Restraint Systems (CSRS) for safety.

Locks wheelchairs into place on the bus.

Maintains departure and arrival times as scheduled.

Follows established procedures for emergencies.

Ensures the bus is serviced as needed. Follows appropriate bus cleaning procedures.

Prepares reports and submits data as required. This includes a state report, monthly fuel reports, student counts, and daily pre-trip and post-trip inspections, as well as student documentation.

Enforces a Student Management Plan.

Enforces and maintains a positive discipline procedure on the bus.

Effectively communicates with school principals when needed. Follows conduct procedures such as contacting parents.

Performs on-route evaluations according to WCSD policy.

Provides remediation training for bus drivers who have failed evaluation or have been in an accident.

Ensures drivers follow the approved routes. Assists drivers with student behavior related problems.

Certifies driver competency by evaluating and observing. Evaluates driver skill, knowledge, and ability. Recommends drivers for additional training as necessary. Provides a fair and accurate evaluation to all bus drivers.

Supervises individual's performance of route driving and parking requirements. Observes individual's driving habits and reactions under various driving conditions to ensure conformance with operational standards and state vehicle code.

Recommends and releases drivers for bus retraining.

Maintains up-to-date safety information and instructs drivers as needed to update their knowledge of regulation or other changes.

Provides remediation training for bus drivers who have failed evaluations, demonstrated competency concerns, or who have been in a bus accident or incident.

Demonstrates and explains handling of the bus in emergencies, driving techniques, and mechanical operation of the bus. Instructs bus drivers in proper driving skills, knowledge, and application as needed to transport children in a school bus.

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.*

Must be able to and have the availability to drive routes and activity trips with short notice.

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. Ability to speak effectively before groups of employees of the school district.

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. Ability to troubleshoot and solve problems involving concrete variable situations.

EDUCATION and/or EXPERIENCE

A minimum of one year WCSD bus driving experience is required.

CERTIFICATES, LICENSES, REGISTRATIONS

Must hold and maintain a valid 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 have successfully passed a pre-employment drug test and successfully passed a physical assessment prior to driving the bus. Must pass the required physical assessment 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: Human Resources Department			Date: 01/26/2022
Approved By: Assistant Director, HR			Date: 01/27/2022
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Transportation Director	Date: 04/21/2023
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:

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:	