

## WARREN COUNTY PUBLIC SCHOOLS

**POSITION DESCRIPTION JOB TITLE:** Bus Driver

**JOB CATEGORY:** Support

**FLSA STATUS:** Non-exempt

**Contract:** 180 days

**LOCATION:** Transportation

**PAY GRADE:** Bus Driver—Grade 18

**IMMEDIATE SUPERVISOR:** As assigned

### **GENERAL DEFINITION AND CONDITIONS OF WORK**

Transports school bus passengers between assigned stops and schools according to specified routes and time schedules. Maintains order during trip and adheres to safety rules when loading and unloading passengers.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS**

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Exercises greatest care at all times in transportation of school children;(8VAC 20-70-20)
- Takes all necessary and reasonable precautions to protect students, employees, equipment, and property;
- Reports all student injuries, accidents, illnesses and discipline problems to the appropriate authority immediately or as soon as reasonably possible;
- Opens and closes entrance door and keeps it securely closed while bus is in motion; (8VAC 20-70-60)
- Wears safety seat belt assembly while driving; (8VAC 20-70-100)
- Instructs pupils who ride buses in rider safety annually, and practices emergency exit drills at least twice annually;(8VAC 20-70-110; 22.1-184)
- Prohibits use of posters, stickers, or advertising material of any kind in or on school bus;
- Adheres to Pupil Transportation Regulations as outlined by the Department of Education and terms of the School Bus Driver Handbook including:
  - Operates school bus at a safe speed not to exceed 45 miles per hour or the minimum speed allowable, whichever is greater, on any highway other than an interstate highway, and 55 miles per hour on interstate highways. However, for any such vehicle which takes on or discharges children, the maximum speed limit shall be 35 miles per hour between the first stop and the last stop, not including the school. The school and the designated school bus parking area shall not be considered for the first or last stop; (8VAC 20-70-80; 8VAC 20-70-70)
  - Operates warning lights for a distance of not less than 100 feet before bus stops, if lawful speed limit is less than 35 miles per hour, and for a distance of at least 200 feet before bus stops if lawful speed limit is 35 miles per hour or more; (46.2-1090.1)
  - Makes stops in the right-hand lane when loading or discharging pupils on highway and only at designated points, where bus can be clearly seen for a safe distance from both directions;
  - Operates school bus warning devices while stopped to warn approaching traffic to stop and allow pupils to cross highway safely; (8VAC 20-70-80)
  - Requires pupils who must cross the road to walk to a point 10 feet or more in front of bus, stop before reaching a position in line with left side of bus, and await signal from bus driver to start across highway;
  - Picks up and discharges pupils on side of road on which they live on dual highways divided by a physical barrier on unpaved area; (8VAC 20-70-80)
  - Stops school bus at railway grade crossings - opens entrance door of bus and driver's window and determines when it is safe for vehicle to cross railroad tracks. No such stop need be made where a police officer or traffic light directs traffic to cross; (8VAC 20-70-170)
  - Keeps copy of route schedule in bus, including time bus starts in morning, time it leaves each point at which pupils are taken on, time of arrival at school, bus' odometer reading at beginning of route where first pupil is picked up, where other stops are made, and reading upon arrival at school; at no time is student information to be left on bus. (8VAC 20-70-150)

- Operates school bus in accordance with route schedule and designated stops only;
- Reports misconduct of pupils on school bus;
- Performs daily pre-trip safety inspection of vehicle as per School Bus Driver Handbook, and reports damage and/or malfunction to Appropriate Supervisor promptly;
- Performs daily post-trip of the entire interior and exterior of the bus; (this is encouraged at the end of run prior to returning to the yard.)
- Fills fuel tank of vehicle and maintains a half tank of fuel before EVERY run;
- Checks level of fluids daily, and adds necessary amount of fluids;
- Cleans interior and exterior of vehicles regularly;
- Cleans windows, including windshield and rear window, and warning and signal lights regularly;
- Requires pupils to keep the bus clean;
- Reports on number of pupils transported and miles traveled on weekly log;
- Reports all accidents, delays, and driver absences to Transportation Director promptly;
- Completes reports related to time worked, daily schedule, route information, and all other reports as required by the Director of Transportation with accuracy and in a timely manner; (time sheets not submitted on time will be paid the following pay period.) (8VAC 20-70-180)
- Reports immediately, or as soon as reasonably possible, in the event of a student injury, serious illness, or other matter pertaining to the general welfare of the student;
- Suggests safe and efficient routes, stops, and schedules to route coordinator, however implementation is ONLY UPON APPROVAL FROM DIRECTOR OF Transportation. (8VAC 20-70-150);
- Attends in-service training to improve skills, attitudes, and knowledge of school bus driving and pupil control-first aid, special needs awareness, (8VAC 20-70-290; 8VAC 20-70-360);
- Observes established and accepted work practices and procedures in accordance with School Board pupil transportation policy, particular school policy, and supplemental administrative directives;
- Reports to Transportation Director motorists who violate Virginia "School Bus Stop Law";
- Models non-discriminatory practices in all activities;
- Complies with and supports school and division regulations and policies;
- Maintains proper boundaries with students at all times, assuring respect for the ethical and legal duties in the staff-student relationship and the essential duty to serve as a role model;
- Provides a good role model in appearance, demeanor, dress and behavior for the students served;
- Performs related duties as assigned by the Director of Transportation in accordance with the school/system policies and practices.
- Follows and adheres to the Virginia Department of Education School Bus Driver Training Curriculum Guide;
- Takes all necessary and reasonable precautions to protect students, employees, equipment, property and additionally reports any noted violations of such;
- Delivers and pick-up buses, parts, equipment for shop foreperson;
- Files records, as requested;
- Cleans and washes School Board owned vehicles;
- Performs other duties as assigned by the Director of Transportation in accordance with school/division policies and practices.

### **KNOWLEDGE, SKILLS AND ABILITIES**

General knowledge of the county; skill in the safe operation of a school bus; ability to detect malfunctioning equipment; ability to assist children using patience and understanding; ability to establish and maintain effective working relationships with school officials, parents, school personnel, and students. Must be able to follow oral and written directions and have the ability to get along well

with others. Must refrain from discussion of School activities/students with others not required to be informed (this includes social media).

### **EDUCATION AND EXPERIENCE**

Candidate must possess any combination of education and experience equivalent to completion of high school. Candidate must possess a current Virginia School Bus Driver Training Certificate. (8VAC 20-70-350)

### **SPECIAL REQUIREMENTS**

- Candidate must be at least 18 years of age;
- Candidate must possess a valid Virginia Commercials Driver's License with Air Brake, School Bus and Passenger Bus endorsements;
- Candidate must satisfy an annual physical examination for employment as a school bus driver by a physician licensed by the Commonwealth of Virginia;
- Candidate must satisfy all other requirements of the State Board of Education for persons employed to drive a school bus;
- Candidate must submit to random and post-accident drug testing;
- Candidate must possess good moral character and is expected to be a role model, in and out of the school.

REF: 46.2-919, 8VAC 20-70-180, 8VAC 20-70-350, 22.1-178

### **PHYSICAL DEMANDS/REQUIREMENTS**

Work requires climbing, sitting, stooping, crouching, reaching, pushing, pulling, grasping, and repetitive motions. Frequent walking and lifting, up to approximately 30 pounds and occasional lifting of equipment up to 40 pounds. Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for visual inspection involving small defects and/or small parts, operation of motor vehicles or equipment, and observing general surroundings and activities; the worker is subject to outside environmental conditions, noise, vibration, road hazards, and atmospheric conditions. Attendance to training sessions and bus driver meetings beyond the normal assigned hours is necessary. Daily contact with students to provide an orderly and safe environment is required. Contact with parents and administrators is required. Occasional contact with medical professionals may be required. Demonstration of physical ability's may be required (IE fit for duty testing)

### **EVALUATION**

The Director of Transportation, with collaboration from the assigned administrator, will evaluate performance on ability and effectiveness in carrying out the above responsibilities. (8VAC 20-70-400)