

**LEBANON BOARD OF EDUCATION
JOB DESCRIPTION**

Position: Bus Driver

Reports to: Transportation Supervisor

Employment Status: Regular/Full-time

Contract Days: 187 Days

FLSA Status: Non-Exempt

Bargaining Unit: LCSEA

Description: Safely transport students to and from school and all school related events; comply with federal and state laws, and board of education rules and mandates that pertain to school bus drivers

NOTE: The lists below are not ranked in order of importance

Essential Functions:

- Ensure safety of students and staff
- Transport students safely and efficiently to and from school and school related events
- Sensitivity to special needs and all students
- Ensure that there is at least one adult is present at the building and have the student(s) in their charge before dismissing the student(s)
- Maintain student control and report any violations to the proper authorities as prescribed
- Fill out incidents report indicating exact "Code of Student Behavior" violations
- Communicate with parents in a positive manner to solve student transportation issues
- Work with the teachers, aides and administrators regarding student issues around transportation
- Attend conferences with parents to solve student transportation issues as necessary
- Maintain respect at all times for confidential information, e.g. student identification information, student medication and health restrictions
- Conduct a school bus safety program for all bus students, grades K-3, during the first three weeks of school as required by state law
- Follow assigned bus routes and schedules
- Operate any equipment required for special needs students as required
- Ensure that special needs students are secured as appropriate
- Maintain required records and information
- Discharge students only at authorized stops
- Report any hazardous conditions along the existing route to the transportation supervisor

- Transport only authorized students
- Report any mechanical problems to the bus mechanic/supervisor
- Report all accidents and complete required reports
- Keep assigned vehicle neat and clean
- Use the bus radio for business use only for daily operations and communications
- Maintain up-to-date knowledge and awareness of changes in driving laws as they apply to transporting school children
- Prepare reports, route maps, schedules, student lists, and accident reports as required by the State of Ohio, Ohio Department of Education, and the Board of Education
- Obey all traffic laws
- Conduct front door, rear door and combination front and rear door emergency evacuation drills
- Complete established pre-trip inspection of vehicle
- Warm up the engine gradually in cold weather
- Exercise responsible leadership when on out-of-district school trips
- Observe all mandatory safety regulations for school buses
- Notify the transportation supervisor in case of mechanical failure or lateness
- Enforce applicable federal and state laws
- Attend bus driver meetings and be available in the event of emergency dismissal
- Notify the transportation supervisor in case of illness in order to permit time to secure a substitute driver
- Notify the transportation supervisor of any traffic related tickets or citations while on the job or not
- Share in the responsibility for driving for a school-sponsored event and/or approved field trip
- Establish and maintain effective working relationships with other employees and building occupants
- Make contacts with the public with tact and diplomacy
- Respond to routine questions and requests in an appropriate manner
- Interact in a positive manner with staff, students and parents showing courtesy and respect at all times
- Promote good public relations by personal appearance, attitude, conversation and by the safe and professional operation of a school bus
- Attend meetings and in-services as required
- Serve as a role model to students
- Carry out and enforce board policies

Other Duties and Responsibilities:

- Perform other duties as assigned by the Transportation Supervisor, Superintendent or designee

Qualifications:

- Appropriate state of Ohio certification/license
- State of Ohio Class B commercial driver's license with S and P endorsements
- High school diploma or equivalent required
- BCII and FBI reports are acceptable

- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to work independently
- Ability to communicate ideas clearly and effectively both orally and in writing
- Ability to read and understand verbal and written instructions, written warnings and labels
- Effective, active listening skills
- Organizational and problem solving skills
- Knowledge of relevant Ohio laws and regulations
- Knowledge of traffic rules
- Trained in student management, and handling of special needs children
- Basic first aid
- CPR and 8 hours of CPI training required for drivers of special needs buses
- Exemplary attendance required for drivers of special needs buses

Equipment Operated:

- Bus
- Tire gauge
- Safety equipment on bus
- Fire extinguisher
- First aid kit
- Body fluid kit
- Various handheld items, e.g. tire iron, oil can, flares, broom, dustpan, flashlight, squeegee
- Bus radio
- Equipment on special needs buses (only): lift, seat belts, wheel chair lock downs, car seats, etc...

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids and tissue
- Occasional operation of a bus or vehicle in inclement weather conditions
- Frequent interaction among unruly children
- Occasional evening, weekend and summer work
- Occasional requirement to lift and carry bus supplies up to a maximum of 20 pounds, e.g., oil and fluids
- Frequent requirement to climb, e.g., steps on bus and to check bus fluids, through bus back emergency door, bumpers to adjust mirrors or clean windshield
- Frequent stooping, kneeling and crouching during inspections
- Frequent requirement to balance when adjusting side mirrors
- Frequent extensive sitting, up to two hours at a time
- Frequent exposure to high levels of noise, e.g., bus engines, student voices
- Frequent repetitive hand motion, e.g., opening bus door and turning the steering wheel
- Occasional requirement to lift students up to 60 pounds or push and pull wheelchair bound students, up to 300 pounds

- Occasional requirement to carry bus students in an emergency evacuation
- Frequent exposure to various fumes, i.e., carbon monoxide and diesel fuel
- Frequent requirement to sit, stand, walk, talk, hear, see (color vision required), read, speak, reach, stretch with hands and arms, crouch, climb, balance, kneel and stoop
- Occasional requirement to restrain
- Occasional requirement to work overtime

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.