

GRANITE SCHOOL DISTRICT
Classified Employee Job Description

Job Title Bus Driver
Supervisor's Title Transportation Supervisor
Date Prepared 4/91 **Date Reviewed** 6/99 **Date Reviewed** _____
Employee/Incumbent Review __ **Immediate Supervisor Review** __ **GCEA Review** __
Dept Aprvl _____ **HRM Aprvl** _____ **Superintendent Aprvl** _____
Location _____ **Lane** _____
Implementation Date _____ **ADA Review** _____

Job Summary

The school bus driver operates various styles of school buses to transport students to and from school, field trips and extended trips (out of town/overnight). The driver is responsible for maintaining the school bus at all time under all driving conditions including required cleanliness and safety standards. Acceptable student behavior, taking safety into account, must always be maintained. Drivers give input in setting up route schedules.

Essential Functions

Performs a 85 point pre-trip and post-trip bus inspection daily indicating needed repairs on appropriate forms in order to help maintain and ensure the safety of the 40 foot (84 passenger) bus. Fills out and updates reports and forms as required by the Transportation Director (Vehicle Condition Reports, Scheduling, Daily Mileage Logs, Accident Reports, Student Bus Conduct Reports, Transportation Repair Order Forms, Route Sheets and Maps, etc.). Cleans and checks fluid levels and tire pressure/wear.

Fills out and keeps current reports and forms as required by the Transportation Department. Drivers need to be proficient in English, verbal and written, to complete documentation and communicate with dispatchers and others.

Coordinates time schedules with parents and schools for all routes which occur in the morning, at noon, and in the afternoon (grades preschool-12). Gives input to transportation office personnel when setting up route schedules, bus stops, specific sites to pickup/drop off wheel chair bound students, student discipline procedures, etc. Driver must be familiar with District boundaries and streets as well as detours, weather, etc. which may affect routes.

Operates school bus on field and out-of-town trips properly accounting for district funds spent, keeping receipts and returning excess monies. Driver needs to be able to perform minor repairs en route including tire changes, hose or belt repair, fuel/fluids and service procurement when bus is operated beyond school boundaries and maintain the Federal driver's log book.

Attends all required state and District training classes, safety meetings and job-related programs and classes. Drivers are expected to scrub ceilings and floors at least once each school year. Drivers are required to bring bus to garage for School Bus Inspections and have Safety

Bus/Evacuation Drills with each group of students he/she transports twice a year (additional drills for year round school drivers).

Drivers must maintain communication with assigned school in the case of emergency. (Establish through the Salt Lake County Emergency System.) Drivers must contact parents of special education students to establish pick-up and drop-off locations and approximate times the bus will be there. Regularly makes detailed route sheets. Drivers may be required to operate wheel chair lifts, W/Cs, tie-down systems and should be prepared to administer First Aid. Drivers will clean up student messes/accidents including vomit, body fluids etc. and may require special handling as in the case of bio-hazard waste. These usually occur in special education situations and away from the garage. Must complete accident reports.

Drivers must attend discipline conferences with parents, school administrators, and parents. Must be able to use video equipment to document student behavior, emergency equipment, and basic first aid procedures.

The bus driver is responsible for operating the bus, transporting students safely and for carrying out the work duties previously listed. Operator is responsible for all passengers while en route. The school bus operator must direct the loading and unloading of students (including securing wheelchairs) and control the conduct of students while they are en route. This involves a minimum of three loads twice per day and could possibly involve as many as ten hours of student supervision per day in the case of an additional field trip. During the transporting of special education students the operator has the additional responsibility of controlling emotionally, physically and behaviorally handicapped children. Student placement on shuttle routes requires coordinating skills and follow-through to ensure correct placement. Other supervisory concerns may include coordinating all appropriate National, State and District directives, standards, policies to bus aides, teachers and/or advisors.

Non-Essential Functions

Occasional other duties as assigned (within skill level).

Required Knowledge, Skill, and Ability

The school bus operator should be familiar with mechanical operation of the bus and have sufficient awareness of the particular type of equipment operated to make minor field repairs in an emergency and to make sure proper maintenance is provided. The operator must be able to recognize mechanical bus problems and report them to the proper authorities. If assigned an extended field trip, operator must be capable of changing large, heavy tires with manually operated tire changing equipment. The operator must be capable of operating a school bus weighing up to 15 tons GVW up to 40 feet in length. Must possess and apply a knowledge of applicable laws and policies (state, interstate, district) when operating school buses and any district vehicles. Operator utilizes skills in student discipline, first aid, fuel economy, and defensive driving. The operator should have interpersonal skills in order to deal with students, parents, school administrators and transportation authorities. Special skills may be needed for dealing with special education students (i.e. patience, tactful rule enforcing ability, utilizing set

procedures, etc.). Required skill is comparable to a commercial "heavy duty" transport operator. Drivers are required to operate a two-way radio.

Minimum Entrance Requirement For Training

A high school diploma or equivalent. Must complete training courses as noted below..

A.	Pre-service (Minimum)		Basic Requirements – to be completed within 90 days (Minimum)		
*1.	Classroom Pre-Service	3 hrs.	1.	Basic Classroom	11 hrs.
2.	ABC’s of First Aid	1 hr.	2.	Sexual Harassment	1 hr.
3.	Blood Borne Pathogens	1 hr.	3.	**PTD – Defensive Driving	6 hrs.
4.	Operation Life Saver	1 hr.	4.	***First Aid/CPR	6 hrs.
5.	Drug/Alcohol	1 hr.	5.	Canyon Driving	2 hrs.
6.	District Procedures	1 hr.			
7.	Behind the Wheel Skills and Skill Appraisal	12 hrs.			
Total Pre-Service		20 hrs.	Total In-Service		26 hrs.

*Basic Course: Sections 7,8 and 9

**National Safety Councils Professional Truck Driving Course
 ***Training from Red Cross, American Heart Association, Utah Safety Council of District approved equivalent (district nurse, fireman, etc.)

Re-certification with License Renewal (every five years)

1. 6 hours CPR/First Aid Training
2. 6 hours Professional Truck Driving Defensive Driving Course (PTD)
3. 8 hours Classroom Units
4. 10 hours Road Performance Evaluation/Driver Skills Appraisal or Skills Competition

Total of 30 hours in 5 years or an average of 6 hours per year.

All school district employees that have a passenger and school bus endorsed (PS) CDL licence who may transport students shall recertify according to standards.

A driver cannot have any previous criminal convictions. Needs to have passed the required DOT physical and drug test. A driver must have and maintain a good driving record (stringently set by state and federal governments). All National Standard 17 as well as Utah State Requirements must be met which requires a variety of record searches before and during employment.

An eight hour inservice training course (State approved) is required during the first probationary year and is necessary every following year as well as to qualify for the *CDL The formal driver training program is required by the district needs to be completed within 90 days of employment. The CDL must be renewed every 5 years. Recertification every five years is also required for first aid/CPR, defensive driving, road performance evaluation/drivers skills appraisal or skills competition

Minimum Entrance Requirement For Prior Experience

Must have six months driving experience as a CDL driver with demonstrated competence.

Note: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior experience, some exchanges can be made between training and experience.

Decision Making Authority

Drivers route their runs (regular and special education) the way they need to take into account where they are coming from and what is in the best interest of Granite School District. Routes may need to be modified weekly to allow for changes. They also have discipline authority to decide about student discipline slips including the forfeiture of a student's right to ride the bus because they refuse to obey promptly the directions of the Driver. In first aid situations (nose bleeds, minor cuts, other illnesses) the Driver must decide what action is to be taken until help arrives.

Interaction With Others (Non-Supervisory)

Interacts with students, parents, administrators, and others in deciding routes, special transportation needs, etc.

Supervision

Drivers are responsible for supervising and training bus assistants/aides as well as for supervising and enforcing School Bus Safety Rules.

Working Environment

The transporting of children requires continual attention. The time span in which a serious accident can occur is so short that the constant surveillance of students during loading, unloading during a transit creates a continual stress. May be required to intervene during behavior problems (gang issues, weapons, harassment, fighting, illegal activities) and take action to prevent injuries. Must meet time schedules and safety standards in sometimes adverse weather conditions and/or traffic conditions. Must deal with constant and increasing traffic pressures remaining aware of and concerned with passenger safety. Works split shifts requiring student transport during some periods of peak, heavy traffic in all types of weather and road

conditions (buses are not air conditioned). Dealing with seizures with special education students is common and stressful. Paperwork is required within strict time frames. Drivers are exposed to heat, cold and inclement weather conditions. Some passengers require help both in loading and unloading (may have to remove snow to allow wheel chair lifts to operate. Canyon, rural and city driving can be expected during any normal driving day.

Physical Demand Characteristics

The operator must have the ability to meet rigid annual physical examinations meeting all ICC and National Standard 17 requirements. Most moving and lifting is under 100 pounds. Driver must have the physical ability to secure students in their seats (i.e. seatbelts, restraints, harnesses, child seats, wheelchair passengers). Drivers may on occasion intervene physically during behavior problems in route. Physical health must allow for maintenance work required including under the bus inspection and changing belts, changing of heavy tires, and fluids.