

BUS DRIVER

JOB SUMMARY

To pick up and deliver children according to a planned schedule.

QUALIFICATIONS

- High school diploma (or GED)
- Must have Class B commercial driver's license with P & S endorsements
- Must be sensitive and responsive to the needs of children and their parents
- Ability to follow written and verbal instructions
- Must be at least 21 years of age
- Shall be of general good health and musculoskeletal function must be such that he/she can operate a school bus safely
- Be of good moral character
- Be free of any felony criminal record
- Such alternatives to the above qualifications as the Director of Schools/Assistant Director of Schools may find appropriate and acceptable

RESPONSIBILITIES/JOB DUTIES

- Report to Transportation Director and Assistant Director of Schools
- Pick up and deliver children according to planned schedule
- Maintain student discipline at all times
- Report any misconduct of a student to the principal or designated personnel
- Maintain a clean, safe environment by sweeping and/or cleaning the bus periodically
- Refrain from use of profanity or tobacco while transporting students
- Maintain bus by reporting any malfunctions and/or needed services to the Transportation Director, Assistant Director of Schools, or Bus Shop Maintenance personnel
- Pre-trip vehicle before each run
- Report all accidents no matter how minor
- Help children develop safe habits while entering and leaving a vehicle
- Perform a walk through after completion of each route to ensure no child has remained on board
- Federal and State Regulations:
 - Must have an annual health examination (TCA 49-6-2108)
 - Drivers are required to attend a State mandated training program each calendar year
 - Employees are subject to random/ reasonable drug and alcohol testing
 - Drivers are prohibited from the use of a mobile telephone while operating a school bus, loaded or unloaded (TCA 55-8-192). Mobile telephone means cellular, analog, wireless, or digital telephone. Violation of this section is a class C misdemeanor
 - Drivers may not allow a student to depart the bus at a location other than their designated stop without written permission from parent/guardian (TCA 49-6-2118)
 - Obey all state/federal traffic laws and railroad crossing laws and regulations
 - Use eight way system while loading/unloading at schools, unless secure area (TCA 55-8-151)
 - Note possible causes for dismissal:
 - Confirmed violation at a railroad crossing
 - Positive drug test
 - Failure to report to work without proper notification to Transportation Director
 - Chargeable/conviction of a traffic violation which caused serious injury or death
 - Use of cell phone while on bus (loaded or unloaded)
 - Allowing students to de-board other than at their designated stop without parental/guardian permission
- Perform other duties as assigned by the Transportation Director, Assistant Director/Director of Schools