

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. The noise level in the work environment is usually moderate.

REPORTS TO Route Manager at assigned compound/terminal

GENERAL RESPONSIBILITIES

1. Complies with all laws, regulations, rules and directives promulgated by state agencies, School Board policies, and the Transportation Department concerning bus drivers and or related matters.
2. Operates any and all vehicles used by CCPS to transport students with or without a bus attendant.
3. Works a split shift as required by Department operational needs.
4. Maintains acceptable attendance in accordance with School Board Policy
5. Ability to meet State requirements for dexterity tests and emergency evacuation.

SPECIFIC RESPONSIBILITIES

1. Obeys all traffic laws.
2. Observes all mandatory safety regulations for school buses.
3. Maintains discipline when students are on the bus and ensures that bus rules are followed.
4. Reports undisciplined, bullying or harassing students to the proper authorities immediately.
5. Exercises responsible leadership while transporting students.
6. Embraces the District's character traits, setting the example for students by exhibiting professionalism, pride and exemplary character at all times.
7. Keeps assigned bus (whether route bus, substitute bus or field trip bus) clean and fueled.
8. Maintains assigned route schedule and work schedule as directed by supervisor.
9. Performs post- trip inspection to ensure no student or non-essential equipment remains aboard the bus. Immediately reports any student found on the bus.

10. Using a pre trip checklist, checks bus before each operation for mechanical defects and to ensure sufficient fuel to complete assigned run. Maintains a minimum of one-half tank of fuel in any vehicle driven.
11. Using a post trip checklist, checks bus after completion of each run for mechanical defects.
12. Using a Service Request Form, notifies the Transportation Service Department of any mechanical or safety equipment failure, malfunction or discrepancy in any bus assigned.
13. Picks up and discharges students only at authorized stops. Notifies supervisor of any recommended changes or modifications.
14. Transports only authorized persons.
15. Reports all unsafe situations, all accidents or unsafe conditions immediately and completes required reports.
16. Parks vehicles in assigned space.
17. Ensures assigned bus is properly equipped for assigned route/field trip prior to departure.
18. Operates radio systems in accordance with prescribed procedures.
19. Attends and participates in all required in-service training and safety sessions and employee meetings.
20. Fills out and submits sick leave forms immediately upon returning to work.
21. Performs other duties as assigned.