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|  | **JOB TITLE** | BUS DRIVER |
| **REPORTS TO** | DIRECTOR OF TRANSPORTATION AND FLEET SERVICES |
| **SALARY SCHEDULE/GRADE** | TRANSPORTATION SERVICES |
| **CONTRACTED DAYS AND/OR HOURS** | 180 DAYS, 4 HOURS PER DAY |
| **EXEMPT STATUS** | NON-EXEMPT |
| **JOB CLASS CODE** | 7941 |
| **POSITION CLASSIFICATION** | CLASSIFIED |
| **DATE APPROVED** |  |

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| **QUALIFICATIONS** |
| Any combination equivalent to high school diploma, G.E.D. Certificate, or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law. |
| One year experience in the operation of a motor vehicle. |
| Valid Kentucky Commercial Class B driver's license, including passenger endorsement; School Bus Certificate. |
| Must pass driving record check. |
| Must pass CDL Physical. |

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| **POSITION SUMMARY** |
| Operate a school bus over designated routes, picking up and discharging students, in accordance with time schedules while providing safe and efficient transportation for students to and from school, special events, and field trips. |

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| **DISTRICT AND SCHOOL PRIORITY ALIGNMENT** |
| Align actions with district and school values and core priorities.  Evaluated based on the efficacy of aligned actions. |

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| **PERFORMANCE RESPONSIBILITIES** |
| Drive a school bus in accordance with regulations and laws related to pupil transportation in the State of Kentucky following  specified schedules. |
| Pick up and discharge students, under varying weather conditions, at established bus stops. |
| Report incidents which affect the safety of students. |
| Perform daily inspections and operator maintenance of vehicle. |
| Assist in the loading and unloading of special needs students as necessary. |
| Perform routine maintenance to ensure safe operating conditions through prescribed daily vehicle inspections including but not limited to: cleaning windows, mirrors and bus interior, checking and maintaining fuel, oil and water levels; checking brakes, brake lights and doors; reporting mechanical defects and malfunctions to appropriate personnel. |
| Maintain order and discipline among students on bus adhering to Nelson County Schools district policies and procedures. |
| Maintain contact with school officials, parents and the publicand interact with parents regarding questions, concerns and disputes. |
| Perform emergency bus evacuation drills as required by Kentucky Administration Regulations. |
| Transport special needs children to and from designated locations; lift and secure wheelchairs; assist in the loading and unloading of special needs children as necessary. |
| Observe applicable local, state and federal policies, procedures and guidelines. |
| Clean exterior and interior of bus including picking up debris, sweeping and mopping floor, wiping upholstery and cleaning windows, headlights and taillights. |
| Maintain records concerning vehicle maintenance, miles driven, number of children transported and other related matters; prepare student conduct, incident and accident reports. |
| Attend safety and preventive emergency meetings when required. |
| Utilize two-way radio for bus to bus and bus to base communication. |
| Perform first aid according to established guidelines and procedures. |
| Maintain prompt and regular attendance. |
| Use modern technology for communication and verification of documents. |
| Demonstrate punctuality and regular attendance. |
| Adhere to the appropriate code of ethics. |
| Perform other duties as assigned by Superintendent or designee. |

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| **KNOWLEDGE AND ABILITIES** |
| Safe driving practices. |
| Provisions of the State Motor Vehicle code and Kentucky Administration |
| Regulations applicable to the operation of vehicles transporting students. |
| First aid practices. |
| Interpersonal skills using tact, patience and courtesy. |
| Requires the ability to communicate effectively using speech, vision and hearing. |
| Basic computer skills. |

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| PHYSICAL DEMANDS |
| Work is performed while standing, sitting and/or walking. |
| Requires the ability to enter and exit the bus through all emergency exits. |
| Requires the use of hands for simple grasping and fine manipulations. Requires bending, squatting, crawling, climbing, reaching. |
| Requires the ability to lift, carry, push or pull medium weights, up to 50 pounds. |
| Requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases. |