

**TITLE:**  
Bus Driver

**QUALIFICATIONS:**

Any combination equivalent to high school diploma or G.E.D. certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law, and five years experience in the operation of a motor vehicle; valid Class B Commercial Drivers License including passenger and air brake endorsement; Kentucky School Bus Driver Certificate; First Aid and Adult/Child CPR certification; a good driving record as evidenced by a five year driving record check; a good physical condition without limitations as evidenced by an annual or more school bus driver/DOT physical; drug and alcohol free in conformance with regulations as evidenced by federally required pre-employment and random drug testing.

**REPORTS TO:**

**Director of Operations & Community Relations**

**PRIMARY JOB GOAL:**

To operate a school bus over designated routes in accordance with time schedules, picking up and discharging students; to provide safe and efficient transportation for district students to and from school, on special events, and on field trips; to perform pre-trip inspections and operator maintenance of vehicle; to assist in the loading and unloading of physically and mentally handicapped students as necessary.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of safe driving practices and provisions of Federal and State Motor Vehicle codes and Kentucky Administrative Regulations applicable to the operation of vehicles transporting students; knowledge of First Aid and CPR practices; interpersonal skills using tact, patience and courtesy; ability to operate a school bus over designated routes in accordance with time schedules, picking up and discharging students; ability to maintain order and discipline among students while driving a school bus; ability to maintain assigned vehicle in a clean and safe operating condition; ability to recognize equipment malfunctions and take appropriate action; ability to learn designated bus routes including stops and traffic hazards; ability to maintain routine records; ability to establish and maintain cooperative and effective working relationships with others; ability to meet schedules and time lines; ability to communicate effectively both orally and in writing; ability to learn, apply, and explain rules, regulations, policies, and procedures; ability to observe legal and defensive driving practices; ability to assist in loading and unloading handicapped children as necessary.

**PERFORMANCE RESPONSIBILITIES:**

- Drives a school bus over designated routes in accordance with specified time schedules and in accordance with regulations and laws related to pupil transportation in the State following specified schedules; transports students to and from school, on special events, and on field trips.
- Picks up and discharges students, under varying weather conditions, at established bus stops; reports incidents which affect the safety of students.
- Maintains bus in a safe operating condition through prescribed pre-trip vehicle inspections and driver maintenance; checks and maintains fuel, oil, and water levels; reports mechanical defects and malfunctions to appropriate personnel.
- Maintains order and discipline among students on bus following District policies and procedures regarding disciplining of students and contact with school officials, parents, and the public; interacts with parents regarding questions, concerns, and disputes.
- Performs emergency bus evacuation drills as required by Kentucky Administrative Regulations.
- Transports physically handicapped and mentally handicapped children to and from designated locations; lifts and secures wheel chairs; assists in the loading and unloading of handicapped children as necessary.
- Observes applicable local, State, and Federal laws, policies, procedures, and guidelines.
- Cleans exterior and interior of buses including picking up debris, sweeping and mopping floor, wiping upholstery, and cleaning headlights.

LOCATOR 2.26

- Maintains records concerning vehicle maintenance, miles driven, number of children transported, and other related matters; prepares student conduct, incident, and accident reports.
- Attends safety and preventive emergency meetings when required.
- Utilizes two-way radio for bus-to-bus and bus-to-base communication according to federal and local regulations and procedures.
- Performs first aid according to established guidelines and procedures.
- Perform related duties and assumes other responsibilities as may be assigned by the Transportation Director and the Superintendent.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT											
1. Check the frequency and number of hours a day the worker is required to do the following specific types of activities:											
ACTIVITY	FREQUENCY		# OF HOURS A DAY								
	CONTINUOUS	INTERMITTENT	1	2	3	4	5	6	7	8	8+
a. Sitting	X	X				X					
b. Walking	X	X				X					
c. Standing	X	X				X					
d. Bending		X	X								
e. Squatting		X	X								
f. Climbing		X	X								
g. Kneeling		X	X								
h. Twisting		X	X								
i. Lifting		X	X								

**LIFTING**  
 0-10 lbs.     11-15 lbs.     16-30 lbs.     Over 31 lbs.  
 \*based on scenario/need

2a. HAND MANIPULATION REQUIRED?  Yes (If yes, complete 2a,2b,2c,2d,2e)  No

2b. Repetitive hand movements?  Yes  No

2c. Simple Grasping?	Right Hand Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Left Hand Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2d. Power Grasping?	Right Hand Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Left Hand Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2e. Pushing Pulling?	Right Hand Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Left Hand Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2f. Fine Manipulation:	Right Hand Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Left Hand Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

3. (a) Does the job require worker to reach or work above the shoulder?  Yes  No  
 Frequency?  occasional

(b) Reaching at or below shoulder level?  Yes  No  
 Frequency?  occasional

4. Does the job require use of his/her feet to operate foot controls or repetitive movement?  Yes  No

5. Are there special visual or auditory requirements?  Yes  No  
 If yes, please describe (i.e. working with computer terminal): driving / safety of students based on various scenarios

**WORK ENVIRONMENT:**

a. Does the employee work near moving mechanical parts; in high, precarious places; and in outside weather conditions?  Yes  No

b. Is the employee exposed to fumes or airborne particles?  Yes  No  
 If yes, please specify: bus fumes

**BLOOD/FLUID EXPOSURE RISK: (check the right category)**

**Category I: Tasks involve exposure to blood, fluid, or tissue**

**Category II: Usual tasks do not involve exposure to blood, body fluid, or tissues but job may require performing unplanned Category I tasks.**

**Category III: Tasks involve no exposure to blood, body fluids, or tissues. Category I tasks are not a condition of employment.**

**TERMS OF EMPLOYMENT:**

Days worked, hours per day, and salary to be established by the Board of Education.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Classified Personnel.

Date of Approval: July 10, 1995

Revised: August 13, 1998

Revised: March 21, 2024

I have read and understand the terms set forth in this job description.

Signature of Employee \_\_\_\_\_

Date Signed \_\_\_\_\_

Pending Board Approval