



BUS DRIVER

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SUMMARY/SCOPE/GOAL

Transport students safely and efficiently on scheduled routes and/or special events and field trips in and out of county. Responsible for the safe operation of a school bus and for ensuring the safety of students and other passengers while meeting established route schedules. Resolve emergency and non-emergency situations following established guidelines.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- Five (5) years of licensed driving experience with fewer than five (5) infraction points in the preceding three (3) year period (Provide Personal Motor Vehicle Record from the Tax Collector's office with application for consideration).
- Additional requirements: Must pass DOT certified physical examination, pre-employment drug screen, and FDLE fingerprint-based background check prior to start date.

PREFERRED/DESIRED:

- High School Diploma/Equivalent

CERTIFICATIONS AND LICENSES:

REQUIRED:

- Valid Florida Commercial Driver License (CDL) Class B license with P and S endorsement (within in 30 days of hire and maintained for continued employment)
- CDL Class B with P and S Endorsements Temporary Permit may be substituted at time of hire but must be replaced by a permanent License prior to expiration of the Temporary Permit.

PREFERRED/DESIRED:

Note: This is a DOT safety sensitive position and subject to random drug testing. In compliance with 40 CFR 40.25, all previous positions identified as DOT safety sensitive within the previous three years must be disclosed on the application and all identified employers must comply.

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Comply with all state and local traffic laws and school board policies and procedures relative to the safe operation of a school bus in all weather and traffic situations.
2. Perform pre- and post-trip inspections (e.g. fuel, fluids, wipers, brakes, door mechanisms, etc.) on the bus to ensure the bus is in safe operating condition and in compliance with established guidelines.
3. Assume the responsibility for the safety of his/her passengers including loading and unloading.
4. Instruct students in safety precautions and practices.

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5. Monitor students and other passengers during transit including advising of appropriate behavior for the purpose of reinforcing established operating regulations and maintaining passenger safety.
6. Maintain school bus interior (e.g. sweeping, wiping down seats as needed, mopping up spills, cleaning windows, etc.) and keep the bus clean at all times for the safety of passengers.
7. Prepare Florida Education Finance Program (FEFP) reports accurately and submit in a timely manner; maintain other operational reports as required.
8. Make recommendations to improve school bus routes, stops and loading/unloading zones at schools.
9. Ensure students requiring special accommodations (e.g. car seats, wheel chairs, restraints, etc.) are properly secured and monitored for the purpose of ensuring their safety during transport, loading, and unloading.
10. Drive assigned field trips Monday through Saturday and accept or reject field trip assignments per the IUPAT 1010 Agreement and Department work instructions.
11. Demonstrates proficiency in the daily use of the ReaXium GPS and Student Monitoring System.
12. Develop a working relationship with school administration and other personnel involved with transporting students in regards to student safety and discipline.
13. Maintain records of individual behaviors for students with discipline issues.
14. May be required to transport additional students, a split route or a second route, as needed.

OTHER DUTIES:

Provide outstanding customer service and use positive interpersonal communications skills. Make all decisions and perform all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensure compliance with Board rules and applicable federal laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Good knowledge of traffic and highway safety rules and regulations and of the precautions necessary to avoid accidents. Ability to operate light and/or heavy-duty school buses in a safe and economical way. Knowledge of basic first aid practices, procedures, and techniques. Knowledge of safe driving practices. Ability to understand and carry out both oral and written instructions in an independent manner. Ability to establish and maintain proper student conduct on school vehicle. Ability to drive a school bus safely and efficiently. Ability to exercise good judgment and extreme caution while driving. Ability to maintain valid certification as school bus driver according to state regulations. Ability to meet the physical requirements necessary to safely and effectively perform required duties. Ability to establish and maintain effective work relationship with those contacted in the performance of required duties.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

TRAINING:

Must satisfactorily complete a required driver-training course and pass a performance test in the operation of a school bus. The applicant must also pass a required state physical examination and complete a basic course in first aid.

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EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Covered outdoor environment most often with frequent movement up and down from seated position to assist passengers. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

May include conditions of small, enclosed, or partially enclosed areas, dust, dirt, fumes, odors, respiratory irritants, chemicals, inks, developers, mechanical hazards, moderate and repetitive noise, and static electricity.

TRAVEL:

Travel between sites often. Travel out of county occasionally.

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FOR HR USE ONLY:

DIVISION:	District Operations	DEPARTMENT:	Transportation Services
TITLE CODE:	R6306/S6310	CONTENT BY:	Rachad Wilson
GRADE:	50	COMPENSATION:	Karyle Green, Ed.D.
UNIT:	1010 CORE	LABOR RELATIONS:	Karyle Green, EdD
LAST BOARD APVD:	<u>Submitted 06/27/23</u>	CLASSIFICATION:	Karyle Green, Ed.D.
SCHEDULE:	8 Hrs. – 9 Mos. Varies per assignment		

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Deleted: Rochelle Schwindt

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REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	05/12/98	INITIAL RELEASE	Financial Services
2.0	07/09/19	REVISED: Complete rewrite of Essential Functions to better align with current responsibilities. Update CDL program to include Temporary License. Updated Knowledge, Skills, and Abilities in line with industry standards. Update current division from Financial Services.	District Operations
2.1	07/22/19	REVISED: Preferred Education Requirements added to remain consistent across all job descriptions.	Human Resources
<u>2.2</u>	<u>6/15/2023</u>	<u>Update job functions and change grade to meet current requirements.</u>	<u>Karyle Green, Ed.D.;</u> <u>Professional Standards</u> <u>and Labor Relations.</u>

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

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