

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

TITLE: School Bus Driver

REPORTS TO: Supervisor of Transportation and Assistant Supervisor of
Transportation – Pupil Transportation Operation

JOB SUMMARY: Provides for the safe, efficient, and orderly transportation of students to and from school so that they may enjoy the fullest possible advantage from the school district's curriculum and extracurricular program.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Drives a school bus to pick up children at various locations and transports them to and from the school according to a prescribed route, adheres to safety rules when loading and unloading children. Keeps to assigned schedule. Maintains discipline when children are on bus; reports undisciplined students to the proper authority.
2. May have to physically assist certain children on and off vehicle.
3. Transports only authorized children and discharges children only at authorized stops.
4. Complies with all state and city laws when operating a school bus.
5. Regularly inspects and provides proper care of vehicle, reporting necessary repair and preventative maintenance, tire replacement, light replacement, etc. and keeping wear and expenses to a minimum; keeps the interior and exterior of bus clean at all times by washing or polishing as needed. Installs chairs on bus when weather conditions warrant.
6. Observes all mandatory safety regulations for school buses; reports malfunctioning of equipment while in route to and from school to garage personnel immediately; reports lateness due to mechanical failure or other reasons to the proper authority.
7. Reports any accident, regardless of how minor, with complete information as to the type of accident and necessary details, including the names of all pupils riding on the bus at the time of the accident.
8. Enforces regulations against smoking and eating on the bus.
9. Exercises responsible leadership when on school district field trips.
10. Attends courses in Safe Driver Education as directed.
11. Prepares and submits reports that may include the number of passengers or trips, hours worked, mileage, fuel consumption, or fares received.
12. Maintains knowledge of first-aid procedures.
13. Performs other duties as assigned.

QUALIFICATIONS: Three (3) years experience in transportation necessary. High school diploma or equivalent necessary. Must possess comprehensive knowledge of pupil transportation. Must possess CDL Class “B” license with “P” and “S” endorsements. Must possess certification as school bus driver trainer.

REQUIREMENTS: Submission of preemployment medical examination (Section 148 of the Pennsylvania School Code). Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code) Nonresidents and Pennsylvania residents who have not resided in the Commonwealth for at least two years prior to the date of application for employment are required to obtain an FBI Criminal History Record. Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

PHYSICAL DEMANDS: Ability to reach above and below the waist, to use fingers to pick, feel and grasp objects. Some bending and twisting of the body. Ability to lift and/or carry supplies weighing 20 lbs. or more, to stoop, kneel, and crawl and to mostly sit with some walking, standing or moving throughout the district.

SENSORY ABILITIES: Visual acuity and auditory acuity.

WORK ENVIRONMENT: Subject to inside and outside environmental conditions. Must be able to work in extreme cold (32 degrees or less) and extreme heat (90 degrees or more). *Subject to physical hazards, including conditions that may affect the respiratory system and/or skin.*

TEMPERAMENT: Must be able to work in an environment with frequent interruptions, and to receive oral communication and convey details or important instructions to other workers accurately, loudly, or quickly.

COGNITIVE ABILITY: Ability to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.

CLASSIFICATION: Support staff; Bus Driver position; 10-month classification.

EVALUATION: Performance of the job will be evaluated annually in accordance with the board’s policy on evaluation.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)