

B.R.C.K. TRANSPORT LLC

JOB DESCRIPTION

JOB TITLE: SCHOOL BUS DRIVER AND/OR OPERATOR

Job Goals: Bus Driver and/or Operator is responsible for operating a school bus and transporting school aged children and other authorized personnel safely and efficiently over specified routes to and from school and various activities. Position conducts pre-trip inspections; observes safety regulations and policies; enforces student discipline on the bus; and performs related work. Driver must operate the school bus safely by creating a positive and safe transportation environment. Must exercise constant alertness as an operator of a school bus and to monitor students on the school bus and to react promptly in the event of any situation (e.g. seizures, fights or other problems). School Bus Driver must also be knowledgeable of all students assigned to the bus.

ROLE AND RESPONSIBILITIES

- Must wear identification badge and reflective safety vest at all times when at work.
- Must wear proper clothing for work including proper footwear that is fully closed.
- Must punch in 5 minutes prior to working time and punch in twice in AM and twice in PM.
- Checks with the dispatcher, secretary, supervisor or manager for any changes in normal duties or new student passengers.
- Ensures that the bus can be operated safely before driving and conducts pre-trip safety inspections (NJMVC DRIVERS VEHICLE INSPECTION REPORT) as required by federal and state laws.
- Must be able to use seatbelt cutter or fire extinguisher when there is an emergency
- Operates the vehicle safely over an assigned route, picking up and delivering only authorized students at assigned bus stops, and watches to ensure that no one hurrying for the bus is left behind.
- Keeps assigned time schedules, which may require driving during pre-day light and dusk periods, and makes every effort to be on time while ensuring safety.
- Must ensure Aide and/or Attendant are out of the bus prior to student loading and unloading.
- Must provide safety and directions to students when crossing in front of the school bus or school van.
- Must ensure that on a two way street, pick up and drop off should be on the same side as the enter door or exit of students home.
- Obeys all traffic laws and transportation practices as outlined in the CDL manual and local ordinances. Any violations will be driver and/or operator responsibility.
- Observes all mandatory safety regulations for school buses and keeps all emergency exits clear of obstructions.
- Secures wheelchairs, car seats, and other restraining devices on the bus as needed.
- Maintains student discipline on the bus
- Reports undisciplined students to the proper authority, office personnel and compiles written reports as requested by office personnel and BOE.
- Conducts semi-annual bus evacuation drills as required by the DOE and implements evacuations as required in an emergency to include safely exiting from the rear of the school bus.
- Must not come into any confrontation with parents, students, co-workers and school personnel. Must report to manager or supervisor of any complaints.
- If a parent or guardian is not present in the afternoon, make the appropriate office personnel aware and continue to drop off other students to their home locations and when the route is completed, return to the home of the missing parent or guardian to determine if they have returned home. If the parent or guardian does not return home, a determination will be made by the BOE to return the student to school. Must stay with student at student address and await further directions from secretary, supervisor or manager if parent and/or guardian is not home.

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- Must not leave school bus to go into a student home even if asked by parent or to assist to door. BOE will inform if such assistance is needed.
- Reports all accidents immediately, requesting police or ambulance service as needed; assist injured persons until services arrive; and completes required accident reports.
- Notifies the proper authority, (office personnel, supervisor or manager) of mechanical failure and safety deficiencies, when off schedule.
- Properly secure special needs students and/or equipment with restraints, tie downs (e.g. wheelchairs, seat belts, car seats, etc.) for the purpose of ensuring the safety and well-being of students.
- Regulates heating, cooling, and ventilating equipment provided on the bus for the comfort of passengers.
- Must report any misconduct immediately and upon return to office must complete a written report on provided form.
- Drives students and teachers on field trips, extracurricular activities, and other special events, often in evenings and at night, as assigned.
- Exercises responsible leadership and appropriate behavior when on school bus.
- Returns the bus to the assigned bus lot, performs a final inspection, and secures the bus according to procedure. (e.g. Key return at the end of PM shift to appropriate spot)
- Ensures that Video, camera or GPS system are not moved or touched by anyone.
- Participates in all required training.
- Models nondiscriminatory practices in all activities.
- Must be able to inspect, check that no students is left on bus and place seatbelts over seat at the end of shift.
- To ensure no students is left on bus, driver must flip sign stating “IN USE” when student in school bus and “THIS VEHICLE HAS BEEN INSPECTED, CHECKED, AND IS EMPTY OF ALL CHILDREN” when no student in school bus.
- Ensures that students takes their belongings with them to and from home and/or school.
- Must report to supervisor of any suspicions of child abuse or neglect.
- Treats all students and others with respect and compassion.
- Deals in an effective and tactful manner with any students especially emotionally impaired students. Is calm in an emergency situation and efficiently and quickly evacuates students when needed.

OTHER FUNCTIONS:

- Keeps the assigned bus clean at all times.
- Attends meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Performs other related duties as assigned by transportation supervisor or other appropriate administrator for the purpose of ensuring the efficient and effective functioning of the work.
- Reports all safety violations which includes co-workers/personnel suspected of drinking alcohol or under the influence of drugs while working.

JOB REQUIREMENTS:

- Must possess a valid commercial driver’s license to operate a school bus as required by the State Department of Transportation and maintain up to date fingerprint approval as required by B.R.C.K. TRANSPORT and BOE.
- Must possess an excellent driving record and must pass a driver training course monitored by manager or supervisor.
- Must possess knowledge of, or the ability to accurately and quickly learn, local street and road systems.

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- Must possess the ability to recognize and ensure that student behavior is not a distraction to safe driving.
- Must remain in compliance with state/division regulations regarding the use of controlled substances and alcohol as applied to school bus drivers.
- Must meet the mandated physical and mental requirements established by the state and the DOT.
- Must possess the ability to interact with students, parents/ and faculty in a positive and proper manner.
- The ability to participate in all required bus driver training and professional development
- Able to read, write and clearly document any incident or accident in form provide by office personnel
- Successfully pass a background check paid by the applicant or employee

PHYSICAL DEMANDS:

- Sufficient physical strength and stamina to assist handicapped students on and off the bus, bodily lifting students when required. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; use foot controls to drive; reach with hands and arms; climb; bend; stoop, and kneel; and talk and hear. The employee must be physically able to perform and demonstrate emergency evacuation procedures. This includes the pushing/pulling of up to 50 pounds. In addition have the ability to use emergency exits at any location on the bus. Employee is frequently exposed to loud noise levels.
- 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.