

EAST RUTHERFORD BOARD OF EDUCATION

JOB DESCRIPTION

TITLE: **BUS DRIVER**

REPORTS TO: School Business Administrator/Board Secretary
 District Bus Coordinator

RESPONSIBILITIES:

To provide transportation for students over scheduled routes and/or to/from special education out-of-district placements and/or to/from special excursions (field trips; athletic events; et al.); ensuring vehicle operation is in a safe operating condition; and ensuring safety of students during transport, loading and unloading from busses.

QUALIFICATIONS:

1. Valid New Jersey Drivers License/valid Class B Commercial Driver's License with passenger, air brakes, and school bus endorsements.
2. Annual review and participation in Evacuation Drills and Safety Education.
3. Minimum of five years safe driving experience.
4. Knowledge of pertinent codes, policies, regulations and/or laws; routes, first aid, radio (cell phone) communication; utilizing wheelchairs, tie downs/child harnesses; child safety seats, lifts, etc; and safety practices and procedures.
5. Ability /flexibility is required to work with others in a wide variety of circumstances; ability to work with a diversity of individuals; and to utilize a variety of job-related equipment/ability to maintain passenger discipline.
6. Specific abilities required to satisfactorily perform the functions of the job include: being attentive to detail, exercising good judgment, working without close supervision; communicating with diverse groups; establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; and multitasking.
7. NJDMV Driver Abstract documentation release.
8. Meet physical requirements to safely operate vehicle.
9. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

JOB DESCRIPTION:

Bus Driver (continued)

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REQUIRED TESTING:

1. Medical Certificate/Pre-placement Medical Exam (Physical).
2. Alcohol and Drug Test.

CONTINUING EDUCATION/TRAINING:

1. Maintain licensure – CDL.
2. Mandatory participation in annual Emergency Procedures and Safety Education Program as administered by the district.

DUTIES AND RESPONSIBILITIES:

1. Drives school bus for the purpose of transporting regular education and/or special education students over scheduled routes and to/from school and/or field trips in a safe and timely manner.
2. Assists students and other passengers (e.g seating, restraints, special equipment, lifts, etc) for the purpose of providing safe loading and unloading from buses including both emergency situations (including bus evacuations) and normal transport in conjunction with the Bus Aide;
transports only authorized students.
3. Adheres to established routes and designated bus stops as determined by the Superintendent
of Schools and approved by the Board of Education; keeps to assigned time schedule.
4. Monitors students, parents and/or teachers during transit for the purpose of maintaining order and ensuring the safety of passengers; maintains discipline on the bus and reports violations to the building principal or other authorized individual; initiates written reports to Supervisors as necessary; communicates with parents, students, teachers, administrators, etc. for the purpose of conveying and/or receiving information.
5. Obeys all traffic laws and observes mandatory bus safety regulations.
6. Assesses incidents, complaints, accidents and/or potential emergency situations for the purpose of resolving or recommending a resolution to the situation; reports all accidents and pupil injuries and completes required reports.
7. Administers first aid for minor injuries for the purpose of providing emergency or necessary care as necessary and applicable in accordance with district, state and federal requirements.
8. Participates in emergency evacuation drills and instructs passengers regarding safety regulations and other bus rules.
9. Inspects assigned vehicles, both interior and exterior (e.g. cleaning floors/windows/mirrors/seats etc) for the purpose of ensuring safety, appearance and sanitation of vehicle.

JOB DESCRIPTION:

Bus Driver (continued)

10. Fuels assigned vehicle (e.g. oil, water, fuel, etc.) for the purpose of maintaining vehicle in a safe operating condition.
11. Performs pre-trip and post-trip inspections (e.g. brake systems, gauges, emergency exits, fluid levels, tire pressure, exterior condition, etc.) for the purpose of ensuring the safe operating condition of the vehicle and meeting state requirements.
12. Prepares documentation (e.g. daily mileage and condition reports, incident/accident reports, inspections, disciplinary and positive behavior reports, mileage, etc.) for the purpose of providing written support and/or conveying information.
13. Attends meetings, trainings, etc. for the purpose of maintaining skills and meeting requirements of school bus driver licensure.
14. Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

TERMS OF EMPLOYMENT:

Ten months (Summer work as needed); Salary in accordance with
I.O.U.E. Agreement.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board of Education's Policy on evaluation of non-certificated personnel.

APPROVED:

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Legal References:

- N.J.S.A. 18A:6-7.1 through-7.5 Criminal history record
- N.J.S.A. 18A:16-2 Physical examinations; requirements
- N.J.S.A. 18A:39-17-20 Transportation To and From Schools
- N.J.A.C. 6A:27-12.1 Drivers and Aides – General Requirements
- N.J.A.C. 6A:3-4 Requirements of physical examinations
- Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.