

Job title: School Driver**Description of basic functions and responsibilities**

To transport students to and from school and other sites within designated route(s) and to ensure the safety of the student passengers while in a school vehicle. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class is responsible for the safe operation of a school vehicle and for ensuring the safety of student passengers while meeting established transportation schedules. Drivers may also be offered the ability to work in the school building to allow full-time employment.

SUPERVISOR: Transportation Coordinator

TYPICAL DUTIES

Drives a school transportation vehicle (7 passenger minivan) within an assigned daily route(s) in accordance with time schedules; picking up and discharging students at designated stops.

Transports students and teachers on field trips or sports events to various locations; following necessary route(s) and stops, as assigned.

Maintains order and proper discipline of student passengers according to district policy.

Conduct safety and operational inspection of assigned vehicle daily, pre and post trip checklist.

Completes mileage and other reports including passenger counts.

Reports vehicle symptoms of needed mechanical repairs when necessary.

Basic maintenance of vehicle (ie; fill gas, check oil, fill tires if necessary, etc...)

Maintains interior and exterior cleanliness of vehicle to ensure safe operating condition.

Performs periodic safety drills as required by law; completing necessary reports upon request.

Attend various meetings regarding safety, first aid and training updates as required.

Attends driver training programs to maintain current knowledge of New York Motor Vehicle Code and the Education Code as it applies to the operation of vehicles in the transportation of school children.

Operates a two-way radio

Performs related duties as assigned

Employment standards

NYS Fingerprint Clearance for school district employment

Possession of a valid and appropriate New York State Driver's License

Possession of a New York State School Bus Driver's CDL Type C (written only CDL exam, all drivers will receive appropriate training and assistance with scheduling the exam by consultant 19A)

Maintenance of safe driving record (criminal driving offenses will be grounds for immediate termination)

Knowledge of the provisions of the New York Motor Vehicle Code and the Education Code as applied to the operation of vehicles used in the transport of school children

Annual medical exam, initial and periodic drug testing in compliance with NYS 19A laws for school bus drivers. (scheduled/coordinated by consultant 19A)

Knowledge of basic first aid practices, procedures, and techniques

Knowledge of safe driving practices

Ability to read and write at a level necessary to successfully perform the required duties

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

Compensation

Starting rate of Pay \$24.00 Per Hour