

**MAYFIELD CITY SCHOOL DISTRICT
JOB DESCRIPTION**

LOCATOR INDEX: 3100

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| Title: | Bus Driver |
| Reports To: | Transportation Supervisor/Assistant Supervisor |
| Position Status : | School year contract; 180-day school year schedule. |
| FLSA Status: | Classified |
| General Description: | <ol style="list-style-type: none"> 1. Transport students over scheduled routes and/or to/from special events including field trips, athletic trips, etc.; 2. Ensure vehicle is in a safe operating condition; 3. Provide for the safety of students during transport, loading, and unloading. |
| Qualifications: | <ol style="list-style-type: none"> 1. High school diploma or equivalent. 2. Valid Ohio School Bus Driver license (CDL with Passenger (P) and School bus (S) endorsements and Air Brake Restriction removed), have a good driving record and be able to pass the annual Ohio Department of Education School Bus Driver physical examination. 3. No more than 2 points in the past 2 years on driver record check. 4. Knowledge of Ohio Department of Education/Ohio Highway patrol regulations related to student transportation. 5. Proficiency in computer skills and knowledge of applications necessary to access timely and relevant information and be able to disseminate same. 6. All other requirements as specified by state or federal law or Ohio Administrative Code. 7. Good health, high moral character, and good attendance record. 8. Additional qualifications as the Board of Education may require. |
| Physical/Other Requirements: | <ol style="list-style-type: none"> 1. Able to access all areas of the transportation center, school buses, district vehicles, appropriate classroom, and office areas of District facilities. 2. Able to move freely through the bus to assist with emergency evacuations, to assist or lift younger students and carry them to safety when necessary. 3. Effective communication and interpersonal skills. 4. Able to present information to individuals, small groups, and large groups in a clear and compelling manner. 5. Able to work successfully with students, parents, teachers, administrators, and the community. 6. Suited for situations that require the ability to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies. 7. Suited for situations that require the ability to interact well with other people, but also the ability to work independently. |
| Performance Responsibilities (Essential Functions*): | |
| <ol style="list-style-type: none"> 1. Provide for the safe and efficient transportation of students in accordance with District policies and administrative guidelines, Ohio Pupil Transportation Operation and Safety Rules, and the provisions of State and Federal law. 2. * Operate a school bus or van transporting regular and/or special education students over scheduled routes and to/from school and/or field trips, athletic trips, etc. in a safe and timely manner. 3. Complete established pre-trip and post-trip inspections of assigned vehicle. | |

4. * Check all safety devices daily including fire, emergency, and first-aid equipment and maintains cleanliness, appearance, and sanitation of assigned vehicle.
5. * Properly operate all safety and assistive technology/equipment, including two-way radios, ramps, lifts, wheel chairs, harnesses, seat belts, etc; conduct safety drills and evacuation drills as required.
6. Report any mechanical defects or malfunctions to the Supervisor and Mechanic in writing.
7. Oversee the loading and unloading of students and release of students to an authorized individual.
8. * Prepare and maintain reports, route maps, schedules, student lists, and accident reports as required by the State of Ohio, Ohio Department of Education, and by the District.
9. Establish drop-off and pick-up order of assigned students; confer with parents, supervisors, schedulers, and other staff regarding transportation needs, route plotting, documentation, and adjustment as assigned.
10. Maintain an up-to-date route sheet on the bus and in the District Transportation Office.
11. Provide transportation services and support for special needs students in accordance with Individualized Education Plans (IEPs) and/or other District-authorized accommodation plan as assigned by Pupil Services staff.
12. * Maintain passenger behavior and control; report disciplinary violations to the appropriate authority as prescribed.
13. * Take all necessary and reasonable precautions to protect students, staff, equipment, materials, and facilities.
14. Maintain positive relationships and timely communications with students, parents, District staff and the community.
15. Successfully complete and maintain annual physical examination record and up-to-date driver training and licensing as required by the Ohio Department of Motor Vehicles and Ohio Department of Education.
16. Notify Supervisor/Assistant of road hazards, layover time, and delays in scheduled route.
17. Assist with other routes, as requested, when breakdowns or other unusual circumstances occur.
18. Meet the professional expectations of attendance, suitable attire and decorum, participation in Transportation/District meetings/functions, and support of District initiatives.
19. Respond to specific requests from the Assistant/Transportation Supervisor on matters affecting the Transportation program and District operation.

Other Professional Expectations:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Demonstrate a belief in and practice of ethical principles and democratic values.
3. Keep up-to-date and knowledgeable of transportation and safety-related matters and District issues.
4. Perform other job functions as assigned.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction among unruly children.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.