

LIVINGSTON SCHOOL DISTRICT
Livingston, New Jersey 07039

BUS DRIVER

QUALIFICATIONS:

1. Possess and maintain valid Commercial Driver's License Class B, with Passenger & School Bus endorsements
2. Ability to receive documented medical clearance by a physician certified by the State to perform medical examinations for the NJMVC.
3. Ability to submit and pass medical fitness for duty every three years in accordance with the contract.
4. Documented evidence of reliable attendance.
5. Ability to effectively communicate with students, staff, parents and members of the greater school community.
6. Ability to life up to 35 pounds.
- 1- Valid license to drive a school bus.
7. Such additional qualifications as the Board may require.
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REPORTS TO: Transportation ~~Coordinator~~ Manager

JOB GOALS: To provide safe and efficient transportation for district students.

JOB RESPONSIBILITIES:

1. Checks with the transportation office for any changes in normal duties or new student passengers.
2. Ensures that the bus can be operated safely before driving and conducts pre-trip safety inspections as required by federal and state laws including, but not limited to observing visual defects and checking operating systems to include brakes, horn, lights, emergency flashers, extended stop arms, and door-opening devices.
3. 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.
4. 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.
5. Obeys all traffic laws and transportation practices as outlined in the Bus Driver Handbook, School Board Policy and local ordinances.
6. Observes all mandatory safety regulations for school buses and keeps all emergency exits clear of obstructions.
7. Secures wheelchairs, car seats, and other restraining devices on the bus as needed.
8. Maintains student discipline on the bus and enforces rules governing student conduct.
9. Reports undisciplined students to the proper authority and compiles written reports as requested in accordance with the Bus Driver Handbook and the Code of Conduct.

10. Conducts semi-annual bus evacuation drills as required by the Department of Education and implements evacuations as required in an emergency to include safely exiting from the rear of the school bus.
11. Reports all accidents immediately, requesting police or ambulance service as needed; assists injured persons until services arrive; and completes required accident reports.
12. Notifies the proper authority in cases of mechanical failure, safety deficiencies, when off schedule, or other incidents.
13. Regulates heating, cooling, and ventilating equipment provided on the bus for the comfort of passengers.
14. Fuels vehicle at designated pumps, and ensures fuel tank is never below half. When driving a spare vehicle, ensures it is fueled and swept.
15. Drives students and teachers on field trips, extracurricular activities, and other special events, often in evenings and at night, as assigned.
16. Exercises responsible leadership and appropriate behavior when on out-of-district school trips.
17. Returns the bus to the assigned bus lot, performs a post trip inspection, and secures the bus according to procedures.
18. Participates in all required training.
19. Submits to drug testing when required.
20. Models nondiscriminatory practices in all activities.
21. Keeps the assigned bus clean.
22. Performs any other duties as assigned by the Transportation Manager or other appropriate administrator
- ~~1. Obeys all traffic laws and safety regulations for school buses.~~
- ~~2. Transports only authorized students.~~
- ~~3. Familiarizes self with destination points and discharges students only at authorized locations.~~
- ~~4. Keeps to assigned schedule.~~
- ~~5. Maintains discipline when students are on bus and reports undisciplined students to the proper authority.~~
- ~~6. Checks bus before each operation for mechanical failure.~~
- ~~7. Notifies the proper authority in case of mechanical failure or lateness.~~
- ~~8. Reports all accidents and completes required reports.~~
- ~~9. Exercises responsible judgment when on out of district school trips.~~

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~~This position will also be responsible for all other duties as assigned.~~

TERMS OF EMPLOYMENT:

This is a 180 day position with compensation to be negotiated with the Superintendent and approved by the Board.

EVALUATION:

The performance of this position will be evaluated annually in accordance with the provisions of the Board's policy on evaluation.

Board approval date: March 13, 1989

Revised: April 23, 2018