



JOB DESCRIPTION

	<h1>JOB DESCRIPTION</h1>	
Number:	Title:	School Bus Driver
Nature of Position	This position is responsible for transporting students to and from assigned education center; controls passenger behavior and maintains safe operation of the assigned bus.	
Reports To	Title: Transportation Operations Manager & Field Supervisor	
Education	Required	<ul style="list-style-type: none"> • High School Diploma or equivalent
	Preferred	<ul style="list-style-type: none"> •
Experience, Skill, and Certification	Required	<ul style="list-style-type: none"> • Valid Georgia Commercial Driver License with an S and P Endorsement (must be at least 21 years of age to obtain license); required to have held a valid driver's license for a minimum of the 3 previous years • Ability to lift equipment and/or student weighing 40 pounds • Written and oral communication • Pre-employment and annual physical examination; must successfully complete Bus Driver Training Program provided by Savannah Chatham County Public Schools Transportation Department
	Preferred	<ul style="list-style-type: none"> • Two years of CDL driving experience
Duties and Responsibilities	<ol style="list-style-type: none"> 1. Demonstrates prompt and regular attendance; work hours may vary during the school year. 2. Contacts dispatch during timeframe published in the Driver's Handbook to report same day absences. 3. Drives designated route according to stop schedule and transport students to and from school. 4. Performs pre-trip inspection of bus as required by department regulations and post-trip inspection for children who may be left on bus. 5. Fuels assigned bus as needed and records data in auto-fueling system. 6. Delivers bus to Fleet Maintenance shop as directed by pre-arranged monthly schedule as needed. 7. Submits all reports and corrective time sheets in a timely manner as required by Transportation department. 8. Attends required training meetings, Orientation, State Safety meetings, and all other meetings as requested. 9. Operates school bus in accordance with the laws of Georgia and in accordance with the policies prescribed by the Savannah Chatham County Public School District under all types of weather conditions including, but not limited to, sun, fog, rain, sleet, hail, snow, and ice. 10. Operates bus without receiving a traffic violation or warning citation from state or local law enforcement. 11. Operates the bus without any preventable accidents as determined by Risk Management during the evaluation period. 12. Maintains external and internal cleanliness of bus as required for safe comfortable operation. 13. Monitors/operates communication devices for essential and emergency transmissions only. 14. Conducts emergency evacuation drills as required. 15. Reports delays, accidents, and unusual situations to the Transportation Department. 16. Maintains cordial relations with parents, administrators, other employees, and the general public. 	

	<p>17. Maintains student discipline on the bus and refers serious infractions to appropriate administrator using Safe Rider Program.</p> <p>18. Collects, maintains, and periodically updates emergency information and is aware of students' medical needs reported by parents/guardian.</p> <p>19. Presents professional appearance.</p> <p>20. Has ability to drive any make and model bus in the transportation fleet.</p> <p>21. Special Education Lift Bus Only: Operates wheelchair lift and secures door on lift during transport.</p> <p>22. Special Education Lift Bus Only: Performs necessary tie downs for wheelchairs and seat security devises for students.</p> <p>23. Perform other duties as necessary for the effectiveness of the organization.</p>		
<p>Terms of Employment</p>	<p>Incumbents are considered "at will" employees. Appropriate pay will be determined based on the Grade as determined by Human Resources and the incumbent's allowable experience. This is a 193 day position. (G-6) Non-exempt. Public School Employees Retirement System Eligibility New 02-16</p>		
<p>Approvals</p>	<p>Director Level</p>		<p>DATE</p>
	<p>Chief Level</p>		<p>DATE</p>
	<p>Human Resources</p>		<p>DATE</p>
	<p>Superintendent</p>		<p>DATE</p>



JOB DESCRIPTION SUPPLEMENT

Number:	Title: School Bus Driver
Non-Essential Responsibilities	<p>A responsibility is considered to be “non-essential” (for the purposes of compliance with the Americans with Disabilities Act) if:</p> <ul style="list-style-type: none"> • it is shared between multiple incumbents in the job; or • it could be performed by an employee in another job within the workgroup. <p>Note the responsibility number from the list in the “Duties and Responsibilities” section for those responsibilities that could be considered “non-essential” based on this definition.</p>
	None
Physical and Sensory Demands	<p>Most jobs in the District have physical and sensory demands that can be described by one of the two categories noted below. For jobs that require more physical or sensory effort, please list the requirements in this section. Check the box that is applicable for this position and complete any necessary information.</p>
	<p><input type="checkbox"/> OFFICE Employees in this category are normally exposed to a typical environment. The employee has some control over the length of time sitting, standing, or ambulating. There are occasions that require the lifting or pulling of equipment or supplies, as well as bending, stooping, or stretching. There is frequent use of computers, telephone, and other standard office equipment, which includes reading, listening, writing, or speaking. There are few exceptional physical or sensory demands.</p>
	<p><input type="checkbox"/> CLASSROOM Employees in this category spend at least most of the workday in a typical classroom or related educational environment. There will be prolonged periods of standing or walking, and there may be frequent bending, stooping, or stretching. There are occasions that require the lifting or pulling of equipment or supplies. Reading, listening, writing, and speaking are requirements. There are few exceptional physical or sensory demands, but there may be occasions that require the lifting or restraint of a student.</p>
	<p style="text-align: center;">EXCEPTIONAL PHYSICAL OR SENSORY DEMANDS (Check any that apply to this job and complete the required information.)</p> <p><input checked="" type="checkbox"/> Heavy lifting of up to <u>40</u> pounds</p> <p><input type="checkbox"/> Frequent climbing up to <u>20</u> feet, and/or working on building roofs.</p> <p><input checked="" type="checkbox"/> Exposure to heavy dust, dirt, chemical or paint fumes, or other airborne matter.</p> <p><input checked="" type="checkbox"/> Exposure to extreme heat, electric current, hazardous chemicals or other potential hazards.</p> <p><input checked="" type="checkbox"/> Sitting or standing for extended periods with no control over rest periods.</p> <p><input checked="" type="checkbox"/> Other: Lifting, bending, sitting for prolonged periods, upper body mobility, ability to lift equipment and/or student weighing 40 pounds.</p>