

POSITION DESCRIPTION

TITLE: School Bus/School Vehicle Driver

QUALIFICATIONS:

- A. Must have:
A valid PA Class B or C Commercial Driver's License (CDL) with P and S Endorsements
- B. Must Pass:
Appropriate Medical Examinations
- C. Must be able to lift 50 pounds
- D. Must meet all other State qualifications

REPORTS TO: Coordinator of Transportation

LOCATION: Colonial Academy, CIU #20 Transportation Department

JOB COAL: To transport students, operate and maintain assigned vehicle in a safe and efficient manner and fulfill the following duties and responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs bus driving as assigned, in accordance with all safety regulations and traffic laws set forth by the Commonwealth of Pennsylvania and the Colonial IU 20.
2. Maintains discipline on bus according to School Code of Conduct and reports misbehavior of students to the dispatcher or Coordinator of Transportation.
3. Establish a positive relationship with parents, Intermediate Unit personnel and school personnel.
4. Understand and honor conditions of employment by operating the bus with safety and efficiency, by compiling reports as required and by recognizing and following the line(s) of authority.
5. Establish positive public relations with the citizens of the community by being a courteous motorist on the highway and by cooperating with individuals who come in contact with the driver.
6. Assist in every way necessary to meet the adaptive physical needs of the handicapped students in such areas as:
 - a. Assisting students on and off vehicles when necessary.
 - b. Proper utilization of students' medical equipment.
 - c. Proper handling and securing of wheelchairs.

7. Assist in every way possible in the educational growth and development of each child as it relates to their transportation.
8. Inform parents of delayed starts due to breakdowns or in the event of inclement weather when the driver must adjust route times.
9. Keep an up-to-date route schedule, student roster and mileage reports at all times. Both the route schedule and student roster must be kept in the vehicle while it is being operated.
10. Keep an up-to-date emergency information sheet for each student in the vehicle while it is being operated.
11. Maintain a safe vehicle and perform all daily pre-trip and post-trip inspections. These inspections shall include, but not be limited to, all lights, (headlights, turn signals, red and amber flashing lights, clearance lights, etc.) brakes, tires and steering. Each driver, before departing on a run, shall check the oil level, water level in the radiator and fuel level.
12. Must physically be able to assist students in and out of car seats when necessary.
13. Perform other duties assigned by the Coordinator of Transportation.

OTHER MAJOR DUTIES AND RESPONSIBILITIES:

1. Attend any in-service program relating to transportation.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.

PHYSICAL QUALIFICATIONS:

1. Continually required to walk or stand.
2. Frequently bend or twist at the neck and trunk.
3. Repeat the same hand, arm or finger motion many times.
4. Use hand strength to grasp tools.
5. Continually drive on the job.
6. Occasionally lift and/or move up to 50 pounds.
7. Specific vision abilities required by this job which include close vision, depth perception and peripheral vision.

TERM OF EMPLOYMENT:

1. Salary and work year to be established by the board.

In accordance with state and federal law, reasonable accommodations will be considered upon employee request.