

**School District of Santa Rosa County
Job Description**

Bus Driver

Reports to: Director of Purchasing and Contract Administration	FLSA Status: Non-Exempt
Department: Transportation	Prepared by: Human Resources
Date: April 24, 2014	Job Code: 11010
Position #: 80010	Range: 9

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Inspects bus and checks gas, oil, water, lights, brakes and steering before driving and may perform minor maintenance work;
- Operates vehicle defensively over assigned route according to a definite schedule;
- Regulates heating and ventilation equipment provided for comfort to passengers;
- Picks up and discharges passengers at designated stops according to schedule and operates flag to stop traffic;
- Instructs passengers in safety precautions when boarding and departing;
- Signals passengers when to cross street or highway and waits to see them safely across;
- Operates vehicle in compliance with all traffic safety laws and regulations, including defensive driving habits and posted speed limits;
- Maintains order among passengers and reports cases of misbehavior to proper officials;
- Reports accidents immediately to Highway Patrol and school officials;
- Reports prolonged traffic delays or any unusual happenings;
- Prepares reports of bus mileage, gas, oil consumption and number of passengers transported and keeps bus clean and orderly;
- Arranges for necessary repairs and maintenance work;
- Prepares reports of activities;
- Performs related duties as required.

Supervision Received:

Driver Supervisor
Operations Supervisor
Transportation Director
Director of Purchasing and Contract Administration

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

The State Department of Education requires that applicants have five years of licensed driving experience; completion of 40 hour pre-service training consisting of at least 20 hours of classroom instruction and 8 hours of behind the wheel training based on the School Bus Driver Curriculum. Must possess valid CDL with Passenger and School (P and S) endorsement.

Preferred:

Operate a school bus.

Physical Demands:

Must be able to demonstrate the ability to operate a passenger carrying vehicle. Must meet Florida DOE physical requirements and pass dexterity test.

Terms of Employment:

Approved Compensation Plan

Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.