

**HAMILTON LOCAL SCHOOLS  
JOB DESCRIPTION**

<b>Position:</b>	Bus Driver
<b>Reports to:</b>	Director of Transportation
<b>Employment Status:</b>	Regular/Full-time
<b>Classification:</b>	Classified
<b>FLSA Status:</b>	Non-Exempt
<b>Description:</b>	Safely transport students to and from school and all school related events; comply with Federal and state laws, and board of education rules and mandates that pertain to school bus drivers
<b>NOTE:</b>	The below lists are not ranked in order of importance

**Essential Functions:**

- Show proficiency in handling and maneuvering school bus.
- Ensure safety of students
- Transport students safely and efficiently to and from school and school related events
- Follow assigned bus routes and schedules
- Maintain required records and information
- Report any mechanical problems to the bus mechanic/supervisor
- Keep assigned vehicle neat and clean
- Maintain up-to-date knowledge and awareness of changes in driving laws as they apply to transporting school children
- Obey all traffic laws
- Observe all mandatory safety regulations for school buses
- Maintain pupil control and report any violations to the proper authorities as prescribed
- Notify the transportation supervisor in case of mechanical failure or lateness
- Discharge students only at authorized stops
- Transport only authorized students
- Report all accidents and complete required reports
- Enforce applicable federal and state laws, and the Board of Education policies
- Complete established pre-trip inspection of vehicle and reports deficiencies to supervisor
- Report any hazardous conditions along the existing route to the transportation supervisor
- Attend bus driver meetings and be available in the event of emergency dismissal
- Notify the transportation supervisor in case of illness in order to permit time to secure a substitute driver
- Share in the responsibility for driving for a school-sponsored event and/or approved field trip
- Conduct front door, rear door and combination front and rear door emergency evacuation drills
- Prepare reports, route maps, schedules, pupil lists, and accident reports as required by the State of Ohio, Ohio Department of Education, and the Board of Education
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g. student identification information, student medication
- Interact in a positive manner with staff, students and parents
- Promote good public relations by personal appearance, attitude, conversation and by the safe and professional operation of a school bus
- Attend meetings and in-services as required

- Fill out incidents report indicating exact “Code of Student Behavior ”violations
- Conduct a school bus safety program for all bus students, grades K-3, during the first three weeks of school as required by state law
- Immediately reports all accidents to the Transportation Supervisor, completes all local, State and police reports, and submits to required drug and alcohol tests.

**Other Duties and Responsibilities:**

- Warm up the engine gradually in cold weather
- Exercise responsible leadership when on out-of-district school trips
- Perform other duties as assigned by the Superintendent or Director of Transportation

**Qualifications:**

- Appropriate state of Ohio certification/license
- State of Ohio Class B commercial driver’s license with S and P endorsements
- High school diploma or equivalent required
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Basic first aid
- Knowledge of relevant Ohio laws and regulations
- Knowledge of traffic rules
- Ability to read and understand verbal and written instructions, written warnings and labels
- Trained in student management, and handling of special needs children
- Trained to recognize signs of abuse or neglect and the signs of drug or alcohol abuse.
- Ability to work independently

**Equipment Operated:**

- Bus
- Tire gauge
- Safety equipment on bus
- Fire extinguisher
- First aid kit
- Body fluid kit
- Various handheld items, e.g. tire iron, oil can, flares, broom, dustpan, flashlight, squeegee

**Additional Working Conditions:**

- Occasional exposure to blood, bodily fluids and tissue
- Occasional operation of a bus or vehicle in inclement weather conditions
- Frequent interaction among unruly children
- Occasional evening/weekend/summer work
- Occasional requirement to lift and carry bus supplies up to a maximum of 20 pounds, e.g., oil and fluids
- Frequent requirement to climb, e.g., steps on bus and to check bus fluids, through bus back emergency door, bumpers to adjust mirrors or clean windshield
- Frequent stooping, kneeling and crouching during inspections
- Frequent requirement to balance when adjusting side mirrors
- Frequent extensive sitting, up to two hours at a time
- Frequent exposure to high levels of noise, e.g., bus engines

- Frequent repetitive hand motion, e.g., opening bus door and turning the steering wheel
- Occasional requirement to lift students up to 90 pounds or push and pull wheelchair bound students, up to 500 pounds
- Occasional requirement to carry bus students in an emergency evacuation
- Frequent exposure to various fumes, i.e., carbon monoxide and diesel fuel
- Frequent requirement to sit, stand, walk, talk, hear, see (color vision required), read, speak, reach, stretch with hands and arms, crouch, climb, balance, kneel and stoop
- Occasional requirement to restrain
- Occasional requirement to work overtime

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

\_\_\_\_\_  
 Superintendent or designee

\_\_\_\_\_  
 Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

Adoption date: July 24, 2006