

**SCHOOL DISTRICT OF PUTNAM COUNTY  
JOB DESCRIPTION**

**BUS DRIVER**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Possess a valid Florida CDL Class B license with passenger and air brakes endorsements.

**NOTE:** The applicant must satisfactorily complete a required driver training course and pass a performance test in the operation of a school bus. The applicant must also pass a required state physical examination, and complete a basic course in CPR and first aid.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Good knowledge of traffic and highway safety rules and regulations and of the precautions necessary to avoid accidents. Ability to operate light and/or heavy duty school buses in a safe and economical way. Ability to understand and carry out both written and oral directions. Ability to exercise appropriate disciplinary techniques.

**REPORTS TO:**

Director, Transportation

**JOB GOAL**

To safely and efficiently transport students to and from their school site and/or special events.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Comply with all state and local traffic laws and School Board policies and procedures relative to the safe operation of a school bus.
- \* (2) Inspect the bus to ensure the bus is in safe operating condition before leaving.
- \* (3) Assume responsibility for the safety of his/her passengers including loading and unloading.
- \* (4) Instruct students in safety precautions and practices.
- \* (5) Maintain appropriate student discipline and report unruly behavior to the School Principal.
- \* (6) Sweep and keep the bus clean, both inside and outside, at all times.
- \* (7) Prepare FEFP and other required operational reports accurately and submit in a timely manner.
- (8) Make recommendations to improve school bus routes, stops and loading / unloading zones at schools.
- \* (9) Use effective, positive interpersonal communication skills.
- \* (10) Report to the head mechanic, or appropriate administrator, any defects in the bus or repairs needed for the safe operation of the bus.
- (11) Complete required in-service and training programs.
- (12) Assist in obtaining substitute drivers if required.
- (13) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code 8**

**SALARY LOCATOR: Classified Personnel Salary Schedule**