

**SCHOOL DISTRICT OF PUTNAM COUNTY  
JOB DESCRIPTION**

**BUS DRIVER / COORDINATOR**

**QUALIFICATIONS:**

- (1) High school diploma or equivalent.
- (2) Seven (7) years experience in school transportation.
- (3) Possess a valid Florida Commercial Drivers License, Type B, with passenger endorsement and air brake.
- (4) Meet the requirements of FAC 6A-3.0141 Employment of a School Bus Driver.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledgeable in office practice skills. Operating knowledge of a school bus. Knowledgeable in safety precautions relating to transportation of students and of occupational hazards. Working knowledge of rules and regulations of school bus operations and State traffic laws. Knowledge of FCC radio rules and regulations. Ability to effectively communicate with bus drivers over two-way radio. General knowledge of vehicle mechanical systems.

**REPORTS TO:**

Director, Transportation and/or Assistant Director of Transportation

**JOB GOAL**

To ensure that the District's transportation system operates in a safe and efficient manner.

**SUPERVISES:**

Bus Drivers  
Bus Attendants

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Serves as a liaison between the Department of Transportation, schools and community regarding bus routes and scheduling.
- \* (2) Drives a bus when needed.
- \* (3) Supervises drivers in the absence of Director of Transportation, Assistant Director of Transportation and Route Coordinator.
- \* (4) Helps to resolve parent complaints as needed.
- (5) Assists with compiling and finalizing the annual FTE reports.
- \* (6) Assists with other duties as needed.
- (7) Perform other duties as assigned by the Director, Transportation.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently 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 4**

**SALARY LOCATOR: Classified Salary Schedule 1**