

BUS OPERATOR

MINIMUM QUALIFICATIONS:

1. High school diploma or GED; supplemented by five (5) to eleven (11) months previous experience and/or training involving driving a passenger vehicle; or an equivalent combination of education, training, and experience (In-lieu of high school diploma or GED, applicants shall sign an agreement to obtain a GED within two (2) years of initial employment).
2. Hold a valid Florida Commercial Driver's License, Class B (or higher), with school bus and passenger endorsement.
3. Successful completion of approved training course for school bus operators.
4. Demonstrate the following aptitudes and abilities:
 - LANGUAGE SKILLS** – Ability to read and comprehend simple instructions, short correspondence and memoranda. Ability to write simple reports. Ability to effectively present information in one-on-one and small group situations to students, parents, and other employees of the organization.
 - MATHEMATICAL SKILLS** – Ability to perform addition, subtraction, multiplication, and division.
 - REASONING ABILITY** – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form and perform semi-routine standardized work with some latitude for independent judgment concerning choices of action. Ability to exercise the judgment required in situations characterized by repetitive or short cycle operations covered by set procedures or sequences.
5. Successful completion, as determined by a School Board approved physician, of a Florida School Bus Operators Medical Examination Report for Commercial Driver Fitness Determination.
6. Physical ability to perform tasks that involve the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (15-25 pounds).
7. Physical ability to perform highly skilled coordinated movements.
8. Physical ability to perceive and discriminate colors or shades of colors, sounds, and depths. Some tasks require visual perception and discrimination, as well as oral communications ability.
9. Physical ability to safely operate school bus during exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, traffic hazards, violence, disease, or pathogenic substances.
10. Physical ability to inspect the bus daily, to include checking the brake system and the engine compartment (belts, hoses and fluid levels), the emergency doors, windows and hatches.
11. Physical ability to operate the service doors and open and close windows.

12. Physical ability to ascend and descend bus entrance steps to ensure safety to oneself and others.
13. Physical ability to implement emergency evacuation procedures.
14. Satisfactory clearance of a Criminal History Records check and drug screening.

ADDITIONAL DESIRED QUALIFICATIONS:

None at this time.

PRIMARY PERFORMANCE RESPONSIBILITIES:

1. Obeys all traffic laws.
2. Observes all mandatory safety regulations for school buses.
3. Maintains student discipline and reports student misconduct to principal of school or to supervisor.
4. Informs the Transportation Department as to any suggested changes in route schedules or bus load.
5. Assists other school bus operators on their routes in case of emergency.
6. Follows printed route for the bus unless permission to follow an alternate route is given by the Transportation Office.
7. Keeps to assigned time schedule when traffic and weather conditions permit.
8. Discharges students only at authorized stops.
9. Transports only authorized persons as identified by procedure.
10. Completes and submits to the Transportation Office all required reports and information in accordance with the policy of the School Board and State Board of Education Regulations.
11. Operates any school bus assigned to the Transportation fleet.
12. Performs pre-trip inspection of bus before each operation.
13. Performs a complete interior inspection of the bus after each run and trip to ensure no students are left on board.
14. Notifies the proper authorities in case of mechanical failure on appropriate forms.
15. Maintains a clean and orderly bus.
16. Reports all accidents or incidents to the Transportation Office using the required forms and following the required timelines.
17. Attends all required in-service training sessions.
18. Maintains effective working relationship with other employees, parents, and public.
19. Wears the prescribed uniform whenever operating the bus or while otherwise on duty.
20. Complies with Florida State School Board regulations, School Board policies and Transportation Department regulations and procedures.
21. Exercises responsible leadership on all school trips.

ADDITIONAL DUTIES:

Performs other job-related functions as may be assigned.

TERM:

Length of contract and number of hours worked are determined by specific allocation as approved annually during planning and budgeting process.

APPRAISAL:

Performance will be appraised annually in accordance with School Board of Highlands County Policies.

PAY GRADE: 10

Revised and Board Approved 5/22/2007