

WALTON COUNTY SCHOOL DISTRICT

POSITION DESCRIPTION

BUS DRIVER

QUALIFICATIONS:

1. Hold a valid Class B Commercial Driver's License (CDL) with passenger (P) and school bus (S) endorsements.
2. Pass the required physical exam.
3. Attend and pass the annual in-service training program.
4. Maintain an acceptable driving record through the State Department of Motor Vehicles as required in the Safe Driver Plan.
5. Be a minimum of twenty-five years of age.
6. Demonstrate aptitude or competence for assigned responsibilities.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Coordinator of Transportation

SUPERVISES: None

POSITION GOALS

Provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the District's curriculum and extracurricular program.

PERFORMANCE RESPONSIBILITIES:

1. Obey all traffic laws.
2. Observe all mandatory safety regulations for school buses.
3. Maintain discipline when students are on bus.
4. Report undisciplined students to their school administrator.
5. Keep assigned bus clean.
6. Follow assigned schedule.
7. Perform a safety check of bus before each operation for mechanical defects.
8. Notify the proper authority in case of mechanical failure.
9. Discharge students only at authorized stops.
10. Exercise responsible leadership when on out-of-district school trips.
11. Transport only authorized students.

12. Report all accidents and complete required reports.
13. Enforce regulations against smoking and eating on the bus.
14. Maintain complete and accurate records as required by law, District policy, and administrative regulations.
15. Assist in upholding and enforcing school rules, administrative regulations, and Board policies.
16. Continue to improve knowledge and competence in relationship to the position.
17. Exercise personal safety precautions while on the job.
18. Perform other duties as assigned by Coordinator of Transportation.

TERMS OF EMPLOYMENT: Nine months. Salary to be based on the Board-adopted non-instructional salary schedule.

EVALUATION: Performance of this position will be evaluated annually by the Coordinator of Transportation in accordance with the Board policy for the evaluation of non-instructional personnel.

Job Description Supplement No. 8