

**PLEASANTVILLE PUBLIC SCHOOLS
PLEASANTVILLE, NEW JERSEY
JOB DESCRIPTION**

Business/ Operations

TITLE: BUS DRIVER

QUALIFICATIONS:

1. Hold and maintain a Valid Commercial Driver's License.
2. Be a reliable person of good character who shall possess the qualifications and communication skills necessary to perform the duties of the position, and comply with the rules set forth for drivers in all federal, state and local regulations including, but not limited to, the Omnibus Transportation Employee Testing Act, N.J.S.A. 18A:39-17 through 20 (background check), and tuberculosis testing.
3. Have a minimum of three years' previous safe driving experience.
4. Have sufficient mechanical aptitude to diagnose minor problems and make appropriate repairs.
5. Hold and maintain a valid driver's license for the type of equipment to be driven, with no serious violations.
6. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
7. Ability to maintain passenger discipline to ensure their safety and well-being and protect against vandalism
8. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment Strong communication and interpersonal skills
9. Have excellent integrity and demonstrate good moral character and initiative.
10. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
11. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
12. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
13. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
14. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
15. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Coordinator of Transportation

JOB GOAL: The Bus Driver transports students in a safe and efficient manner and performs all activities related to the operation of the school bus.

PERFORMANCE RESPONSIBILITIES:

1. Determines, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off. Drive school buses and transport students between pickup points and school or to various events, activities, and destinations.
2. Be in full charge of the school bus at all times and report unmanageable students to the district transportation supervisor and principal of the receiving school on the district prescribed incident/discipline form.
3. Check, clean, and perform minor servicing of buses.
4. Conducts a pre-trip safety inspection of the bus prior to every trip and completes the school bus condition report.

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5. Performs light maintenance (check and replace water, antifreeze, oil and battery water; add air to tires; replace burned out bulbs) as necessary.
6. Participates in emergency evacuation drills in accordance with administrative code and board policy, and instructs passengers regarding safety regulations and other bus rules.
7. Assist disabled children and others out of and into vehicles when there is no bus attendant assigned.
8. Report if a student assigned to a special education route is not present at the assigned bus stop for three consecutive days, the bus driver shall report this absence to the district transportation department. Failure to do so will result in a deduction of the per diem rate for each day not notified.
9. Demonstrate knowledge of assigned routes and stops by actually driving the route and noting stops before the first day of service without students aboard.
10. Be in full charge of the school bus at all times and report unmanageable students to the district transportation supervisor and principal of the receiving school on the district prescribed incident/discipline form.
11. Adhere to safety rules when loading and unloading pupils.
12. Prepare simple reports and keep logs of trips.
13. Conduct a pre-trip and post trip safety inspection of the bus prior to every trip and complete the School Bus Condition Report.
14. Notify Transportation Supervisor of any mechanical malfunctions and/or safety hazards.
15. Adhere to established routes, designated bus stops and keep to assigned time schedule.
16. Transport only authorized students and ensure that all students have left the bus at the end of the route
17. Obey all traffic laws and observe mandatory school bus safety regulations.
18. If ticketed as a result of an accident or traffic stop by police, the bus driver will pay any fines and court costs, and will attend driving safety classes if so ordered by the municipal court judge.
19. Will not use a cell phone while the bus is turned on or in gear, either to receive calls or to make calls. Cell phone operation on a moving vehicle is a distraction and a safety hazard. Cell phone operation by a bus driver is only permitted if the bus is parked or at the roadside curb with the engine turned off and the bus out-of-gear.
20. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
21. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
22. Participate in appropriate in-service and workshop programs and attend any required meetings.
23. Use computers and/or electronic equipment to fulfill job functions.
24. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
25. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
26. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Superintendent and not otherwise prohibited by law or regulation.
27. Report all accidents in accordance with N.J.S.A. 39-4:130.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.

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4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

Environmental Demands:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times

Other

1. May be required to wear a standard uniform selected by the district for security purposes.
2. Performs related duties as assigned.

TERMS OF EMPLOYMENT: 10-month employee, salary and work year as set by the Local 331 contract.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: Pleasantville BOE

Date: September 15, 2015

Revised:

Legal References:

<u>N.J.S.A. 2C:12-1</u>	Assault
<u>N.J.S.A. 18A:6-7.1</u>	Criminal history
<u>N.J.S.A. 18A:7-7.1c</u>	Employment of applicant on emergent basis, conditions
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:25-2</u>	Authority over pupils
<u>N.J.S.A. 18A:39-17</u>	Names, certain information relative to bus drivers to be filed by secretary of board of education
<u>N.J.S.A. 18A:39-18</u>	Information on bus drivers furnished by contactor
<u>N.J.S.A. 18A:39-19.1</u>	Bus driver required to submit certain information to commissioner; notice of pending charges
<u>N.J.S.A. 18A:39-20</u>	Approval
<u>N.J.S.A. 18A:39-27</u>	Bus driver required to be on bus when pupil present; exception
<u>N.J.S.A. 39:3B-25</u>	Use of cell phone prohibited while driving school bus, exception; fines
<u>N.J.S.A. 39:5D-1</u>	Commercial driver license
<u>N.J.A.C. 6A:27</u>	Student transportation
<u>See particularly:</u>	
<u>N.J.A.C. 6A:27-11</u>	Safety

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N.J.A.C. 6A:27-12.1

Drivers and aides

N.J.A.C. 6A:32-6

School employee physical examinations

Immigration and Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Transportation Employee Testing Act of 1991 School bus drivers, 49 CFR 382.103

Employee Education/Supervisor training, 49 CFR 382.1202, 1203

R.S. 39:3-10.1, Commercial Motor Vehicle Act of 1986