

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

Business/Operations

Non-Certified

TITLE: LEAD BUS DRIVER

QUALIFICATIONS:

1. Hold and maintain a valid Commercial Driver's License;
2. Have a minimum of three years' previous safe driving experience
3. Excellent organizational and skills are required;
4. Have excellent integrity and demonstrate good moral character and initiative
5. Strong leadership and interpersonal skills;
6. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community.
7. Hold and maintain a valid driver's license for the type of equipment to be driven, with no serious violations.
8. Have sufficient mechanical aptitude to diagnose minor problems and make appropriate repairs
9. Ability to maintain passenger discipline to ensure their safety and well-being and protect against vandalism
10. Ability to maintain confidentiality at all times
11. Ability to communicate effectively orally and in writing
12. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment
13. Strong communication and interpersonal skills
14. Provide proof of citizenship or legal resident alien status by completing Federal Form 1-9 in compliance with the Immigration Reform and Control Act of 1986.
15. 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.
16. 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.
17. Pass the state-required Mantoux intradermal Tuberculin Test as required by J.A.C. 6:3-4A.4.
18. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and

REPORTS TO: Transportation Manager

JOB GOAL:

To provide leadership, organization, and oversight for the development and operation of safe transportation services. To safely transport students, staff, and others to and from school and school-related activities. To maintain the fleet and bus maintenance for quarterly and state inspections.

PERFORMANCE RESPONSIBILITIES:

1. Supervises and coordinates the efficient workflow of transportation
2. Enforce all federal and state laws and district policies, processes and procedures as applicable to the transportation department;
3. Review and maintain pre-trip logbooks
4. Ensures the maintenance (check and replace water, antifreeze, oil and battery water; add air to tires; replace burned out bulbs) as necessary.
5. Replace marker lights, turn signals, headlights and tail lights when needed
6. Make sure buses are fueled
7. Stand proxy for Pleasantville School District on the day of inspection
8. 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.
9. Adhere to safety rules when loading and unloading pupils.
10. Maintains a full route transporting students to and from school and school-related activities
11. Review and keep current registration and insurance cards
12. 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.

LEAD BUS DRIVER (CONTINUES)

13. Conduct a pre-trip safety inspection of the bus prior to every trip and complete the school bus condition report.
14. Prepare buses for state inspection; maintain and coordinate mandatory inspection of buses; keep accurate records of necessary maintenance and inspection as appropriate
15. Transport buses to the mechanic when needed
16. Notify the Transportation Supervisor of any mechanical malfunctions and/or safety hazards.
17. Stand by for 911 emergencies when needed
18. Ability to coordinate and complete overlapping projects and deadlines
19. Works with school administrators to determine the needs of each individual school and their trips
20. Supervises and assists in the preparation of all correspondences and reports emanating from the transportation department;
21. Adhere to established routes and designated bus stops and keep to the assigned time schedule.
22. Display the highest ethical and professional behavior when working with students, parents, school personnel, and outside agencies associated with the school.
23. 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
24. 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.
25. Demonstrate knowledge of assigned routes and stops by actually driving the route and noting stops before the first day of service without students aboard.
26. 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.
27. Perform such additional duties and activities the Superintendent may find appropriate and acceptable.

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.
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 an acceptable form 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: 12-month employee, salary determined by Board of Education

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 Board of Education

Date: June 13, 2023

Revised:

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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</u>
<u>particularly:</u>	
<u>N.J.A.C. 6A:27-11</u>	Safety
<u>N.J.A.C. 6A:27-12.1</u>	Drivers and aides
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations
<u>Immigration and Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.</u>	
<u>Transportation Employee Testing Act of 1991 School bus drivers, 49 CFR 382.103 Employee</u>	
<u>Education/Supervisor training, 49 CFR 382.1202, 1203</u>	
<u>R.S. 39:3-10.1, Commercial Motor Vehicle Act of 1986</u>	