

MACON COUNTY SCHOOLS
BUS DRIVER/UTILITY WORKER
JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent preferred.
- (2) Valid Alabama Class "B" Commercial Driver's License (CDL) with passenger endorsement and verification of an acceptable driving record through the Department of Motor Vehicles (DMV).
- (3) Successful completion of driver's training course meeting state and federal standards.
- (4) Must pass a drug screening test as required by federal, state and local policies.
- (5) Must meet background clearance requirements as specified by Alabama Statutes and State Board of Education regulations.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of highway and traffic safety. Ability to operate light and/or heavy-duty buses in a safe and economical way. Ability to understand and carry out both written and oral directions. Ability to exercise appropriate disciplinary techniques. Ability to follow a daily routing schedule. Ability to relate and communicate effectively with parents, students and school personnel. Ability to tolerate highly stressful situations. Ability to pass a physical exam as required by Alabama State Board of Education Administrative rules. Ability to complete CPR training and certification if required. Knowledge and ability to use tools and equipment for maintenance and grounds keeping.

REPORTS TO:

Principal
 Transportation Supervisor
 Work Site Administrator (if not principal)

JOB GOAL

To transport students in a safe, efficient and timely manner and perform other work assignments as directed.

SUPERVISES:

Bus Aide if assigned

PERFORMANCE RESPONSIBILITIES:

- * (1) Transport students to and from school and on assigned trips safely and efficiently.
- * (2) Comply with all federal, state and local laws relative to bus transportation.
- * (3) Observe all safety regulations for school buses.
- * (4) Maintain discipline of students and report discipline problems to the school administrators.
- * (5) Fuel bus according to system transportation guidelines/policies.
- * (6) Keep assigned bus clean according to system transportation policies.
- * (7) Follow assigned route and schedule.
- * (8) Recommend to supervisor changes in bus routes or bus loads.

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- * (9) Complete pre- and post-trip safety inspections and notify proper authority of mechanical defects and lateness.
- * (10) Discharge students only at authorized stops.
- * (11) Transport only authorized students.
- * (12) Ensure no smoking, drinking or eating on bus.
- * (13) Instruct students in safety precautions and practices.
- * (14) Conduct bus evacuation as required.
- * (15) Be aware of additional duties related to transportation of exceptional education students, such as door-to-door loading and unloading, assisting with wheelchairs, understanding each student's exceptionality and the development of special loading/unloading procedures.
- * (16) Interact appropriately with children, bus attendants, if applicable, transportation and school personnel.
- * (17) Report all accidents involving a school bus.
- * (18) Communicate well with supervisor, bus attendant if applicable and schools.
- * (19) Follow all transportation policies and procedures.
- * (20) Communicate effectively with the staff members, students, parents, administrators and other contact persons using tact and good judgment.
- * (21) Follow attendance, punctuality and proper dress rules.
- * (22) Ensure adherence to good safety standards.
- * (23) Maintain confidentiality regarding school/workplace matters.
- * (24) Model and maintain high ethical standards.
- * (25) Demonstrate initiative in the performance of assigned responsibilities.
- * (26) Maintain expertise in assigned area to fulfill project goals and objectives.
- * (27) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (28) Keep supervisor informed of potential problems or unusual events.
- * (29) Respond to inquiries and concerns in a timely manner.
- * (30) Exhibit interpersonal skills to work as an effective team member.
- * (31) Demonstrate support for the school system and its goals and priorities.
- * (32) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- * (33) Prepare all required reports and maintain all appropriate records.
- * (34) Perform assigned work responsibilities when not driving a bus.
- * (35) Plan daily schedule so that bus driving responsibilities and utility assignments do not conflict.
- (36) Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan. Length of the work year and hours of employment shall be those established by the system.

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EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 08

*Essential Performance Responsibilities