

Lebanon Community Schools

POSITION DESCRIPTION

TITLE: BUS DRIVER
TYPE: Classified
REPORTS TO: Director of Transportation

POSITION SUMMARY:

The primary purpose of this position is to transport students to and from school, home and activity destinations in a timely and safe manner. Emphasis will be on following regulations for safe operation and maintaining order among student passengers.

MINIMUM QUALIFICATIONS:

1. High school diploma or equivalent.
2. Criminal history clearance.
3. Valid Oregon Driver's License or Commercial Driver's License, and evident of insurability and Oregon Department of Education School Bus Driver's Certificate.
4. Pass Pre-Employment Drug and Alcohol Assessment.

ESSENTIAL FUNCTIONS:

1. Drives buses and vans on regular routes, activity trips, and field trips in a variety of weather conditions.
2. Monitors student behavior and enforces rules, maintains order among student passengers, and makes referrals as needed.
3. Performs daily vehicle checks and cleans bus as needed.
4. Fuels vehicle as needed.
5. Operates accessories such as fire extinguishers, highway warning kits, tire chains, and first aid kits.
6. Reads and follows maps and oral and written directions.
7. Operates two-way radio as needed, responding to requests and following directives.
8. Makes mechanical and repair referrals and provides information to mechanics as needed.
9. Informs students of vehicle regulations, safety procedures, and conducts safety drills as required.
10. Works independently and exercises sound judgement when driving in varying weather conditions, on various surfaces and changing traffic conditions.
11. Maintains concentration and patience in frequently noisy conditions.
12. Completes and files reports and other required documents in an accurate and timely manner.
13. Participates in district required meetings and training activities as required.
14. Works harmoniously with others and communicates effectively (both orally and in writing) with students, parents, and staff.
15. Communicates with parents and guardians as required.
16. Frequent and prolonged talking/hearing conversations.

LEBANON COMMUNITY SCHOOLS
Position Description
Bus Driver (cont'd)

OTHER REQUIREMENTS:

1. Possible exposure to bodily fluids due to employee or student illness or injury.
2. Function where there is pressure, frequent interruptions, and a stressful atmosphere.
3. Work is almost exclusively in a vehicle, but also involves some time inside buildings or outside.
4. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
5. Occasionally performs other duties as required by supervisor.

WORKPLACE EXPECTATIONS:

The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.

The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

TERMS OF EMPLOYMENT:

Current work year of approximately 180 paid days, subject to change.

Salary and benefits based on current District Salary Schedule and negotiated agreement.

EVALUATION:

Performance in this position will be evaluated in accordance with District policy and regulations concerning personnel evaluation.

EMPLOYEE STATEMENT:

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

Employee Name (Print)

Employee Signature

Date

PHYSICAL REQUIREMENTS FOR ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:					
R - Rarely	(Less than .5 hr per day)	O - Occasionally	(.5 - 2.5 hrs per day)		
F - Frequently	(2.5 - 5.5 hrs per day)	C - Continually	(5.5 - 8 hrs per day)		
NA - Not Applicable					
Physical Requirements	NA	R	O	F	C
Sitting					X
Stationary standing			X		
Walking (level surface)			X		
Walking (uneven surface)		X			
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)					X
Turn/pivot		X			
Climbing (stairs)		X			
Climbing (ladder)	X				
Reaching overhead		X			
Reaching extension				X	
Repetitive use arms					X
Repetitive use wrists					X
Repetitive use hands grasping					X
Repetitive use hands squeezing				X	
Fine manipulation				X	
Using foot control					X
*Pushing/Pulling Maximum weight: <u>125 lbs.</u>		X			
*Lifting/Carrying Maximum weight: <u>125 lbs.</u>		X			

* Identify items typically moved: Students, bus door, bus hood, tire chains Initial: _____

Note: Bus Drivers must at all times be able to meet the physical examination requirement as listed in OAR 581-053-006(7).