I. IDENTIFYING INFORMATION

Class Title:	Bus Driver
Bargaining Unit:	01
Salary Range:	BC07
Position Number:	
School:	Waimea Middle School
Geographic Location:	Kamuela, HI

II. INTRODUCTION

Operates and maintains a passenger bus/van for transporting school children and/or personnel as a substantially full-time work assignment and performs other related duties as assigned.

III. MAJOR DUTIES AND RESPONSIBILITIES

- Pick-ups and drops off students at authorized bus stops, on assigned routes, or excursion trips.
- Observes all state and county laws and regulations pertaining to safe driving of a school bus/van and protecting the safety of children.
- Observes school policies and procedures and maintains a clean criminal history and driving record at all times.
- Observe all school bus policies.
- Maintains the annual student rider lists by route and trip and keep them in the respective bus(s)/van(s) at all times.
- Communicate with parents when concerns arise and changes are made to normal bus operating procedures.
- Performs pre-trip inspections, post-trip inspections, including a walkthrough of the bus/van to ensure that no student is left unattended on the school bus/van.
- Immediately reports any concerns or incidents to supervisor or designated representative regarding the vehicle(s) children, route or related issues.
- Cleans bus/van daily, including sweeping, mopping, and washing to keep the bus/van in clean condition. Keeps bus/van supplied with fuel, oil, water, and air. Performs daily checks to include tires, brakes, horn, wipers, lights, and turn signals.
- Reports any repairs that are needed; may perform minor and emergency repairs to the bus/van as required.
- Schedules and transport bus for regular maintenance with contracted maintenance company.
- Prepares all required reports for supervisor as required.

IV. CONTROLS EXERCISED OVER THE WORK

A. **Supervisor:** Principal or designee

B. Nature of Supervisory Control Exercised Over the Work

1. Instructions Provided – General instructions and procedures are provided by supervisor.

2. Assistance Provided – The supervisor is available for guidance on unforeseen difficulties that may arise.
3. Review of Work – The supervisor periodically checks all work in progress to ensure that assigned work is satisfactorily performed and that the correct methods and procedures are being followed.

V. REQUIRED LICENSES, CERTIFICATES, ETC.

Possession of a valid Commercial Driver's License (CDL), Type C with Endorsement P and S. Driving experience which shows a history of traffic violations may disqualify an applicant. The evaluation of an applicant's suitability may include an evaluation of information acquired through confidential inquiry of persons who are familiar with his/her driving ability and/or information acquired through traffic court records.

VI. RECOMMENDED QUALIFICATIONS

A. Knowledge of:

Methods of operating a passenger bus; general maintenance practices pertaining to the operation of a bus; laws, ordinances, rules and regulations governing the operation of motor vehicles on streets and highways.

B. Ability to:

Operate a school bus/van skillfully and safely; deal pleasantly and effectively with children; make minor and emergency repairs to a passenger bus; understand traffic laws and regulations; make simple maintenance repairs to the bus/van and equipment therein; keep records and make simple reports; meet and deal tactfully with other employees, young people, and the public; apply cleaning methods safely and effectively.

Must be physically able to perform , efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Handicaps in these or other areas will not automatically result in disqualification.

Must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.