

Shuttle Bus Driver

Reports to: Director of Transportation

Shuttle Bus Driver

The job of a School Bus Driver is done for the purpose/s of transporting students over scheduled routes and/or to/from special field trips; ensuring vehicle operation is in a safe operating condition; and ensuring safety of students during transport, loading and unloading from buses.

Functions

- Must possess the ability to verbally communicate effectively
- Must possess excellent or corrected vision to allow operator to have the ability to read and comprehend written material. Must have good depth perception, peripheral vision, distance vision, and color as it is required to drive a motorized vehicle
- Operator must have good manual dexterity to perform basic functions. Will be required to reach, grasp and use multiple objects which include but not limited to a two-way radio, door control, steering wheel wheelchair lift control, proper securing of wheel chairs working with floor brackets and harnesses.
- Operator will be required to sit while operating the vehicle approximately 85% of the work day. The remainder 15% of the day will require the operator to move both in the internal and exterior perimeters the bus. This will include the performance of the pre-trip inspection of the vehicle by walking around and through the vehicle. Also will include driver getting in and out of the bus approximately 20 to 28 times a day walking passengers from their door of Pick-up to the bus and from the bus to their door at Drop Off.
- Must possess the ability to push/pull tension of at least 50 pounds and the ability to bend and stoop to assist passengers boarding in wheelchair/scooters and /or to retrieve equipment.

Minimum Qualifications

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid; and operating school buses and related equipment.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: pertinent

codes, policies, regulations and/or laws; routines; first aid; two way radio communication; child safety seats; and safety practices and procedures.

ABILITY is required to use basic, job related equipment. Flexibility is required to work with others in a wide variety of circumstances; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; and utilize a variety of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Specific abilities required to satisfactorily perform the functions of the job include: being attentive to detail; exercising good judgment; working without close supervision; communicating with diverse groups; establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; and multitasking.

Certificates & Licenses

- Valid Ohio Commercial Class A or B Driver's License (CDL) with SP (school bus passenger) endorsement and air brakes endorsement preferred but not necessary for Class B CDL;
- Or at least two years professional driving experience
- Ohio Department of Education (ODE) School bus driver certification
- First Aid/CPR Certification

Required Testing

- Alcohol and Drug Testing
- Criminal background check
- School bus driver physical (T8)
- TB test