

# HOOD RIVER COUNTY SCHOOL DISTRICT JOB DESCRIPTION

## JOB TITLE: School Bus Driver

### Job Purpose Statement/s:

The job of "School Bus Driver" is done for the purpose/s of transporting students over scheduled routes and/or special excursions; enforcing rules, regulations, and laws to maintain safety during transport; ensuring vehicle is in a safe operating condition; and ensuring safety of students during transport, loading and unloading from buses.

### Essential Job Functions:

- **Assesses** potential emergency situations for the purpose of taking appropriate action to protect the well being of passengers
- **Assists** students and other passengers for the purpose of providing safe ingress and egress from buses including both emergency situations and normal transport
- **Attends** training for the purpose of maintaining skills and meeting requirements for school bus certificate
- **Cleans** assigned vehicles, both interior/exterior for the purpose of maintaining appearance, sanitation and safety of vehicle
- **Directs** students regarding safety for the purpose of enforcing rules, regulations, laws and safety
- **Drives** school buses for the purpose of transporting students over scheduled routes and/or special excursions
- **Informs** school personnel of practices and incidents (e.g. rules, regulations, laws, procedures) for the purpose of providing information for follow up action and/or proper procedures
- **Inspects** assigned vehicles (i.e. brake system, oil levels, coolant, tire pressure, exterior condition, etc.) for the purpose of ensuring that the vehicle is in a safe operating condition
- **Maintains** regular and appropriate attendance and is on time for assignment(s) for the purpose of meeting the needs of the students and the district.
- **Prepares** documentation for the purpose of providing written support and/or conveying information

### Other Job Functions:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities
- Fuels assigned vehicle for the purpose of maintaining vehicle in a safe operating condition

### Essential Job Requirements - Qualifications:

- **Experience Required:** Job related experience.
- **Skills, Knowledge and/or Abilities Required:** **Skills** to operate school buses in a safe manner, communicate effectively, evaluate schedules and meet deadlines, plan and organize activities, administer first aid. **Knowledge** of vehicle operation, basic maintenance requirements and driving codes. **Abilities** to sit for prolonged periods, understand and carry out oral and written instructions, work independently, make common sense decisions in potentially critical situations. Significant physical abilities include climbing/balancing, reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception/visual accommodation.
- **Education Required:** High School diploma or equivalent.
- **Licenses, Certifications, Bonding, and/or Testing Required:** Valid Class B Commercial Driver's License and evidence of insurability, School Bus Driver's Certificate, Criminal Justice Fingerprint Clearance, Drug Testing Clearance, First Aid Certificate.

**BUS DRIVER**

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**PHYSICAL REQUIREMENTS:**

1. In an eight-hour day employee may:

a. Stand/Walk	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input checked="" type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
  
2. Employee may use hands for repetitive:  
 Single Grasping       Pushing and Pulling       Fine Manipulation
  
3. Employee may use feet for repetitive movement as in operating foot controls:  
 Yes                                       No
  
4. Employee may need to:

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
  
5. Lifting:  
 Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.  
 Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.  
 Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.  
 Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.  
 Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

I, \_\_\_\_\_ have read and received a copy of this  
PRINT YOUR NAME HERE  
job description, and understand that a copy of this job description will become part of my personnel file.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date