

TERREBONNE PARISH PUBLIC SCHOOLS
JOB DESCRIPTION

TITLE: 40 Hour Bus Driver
REPORTS TO: Supervisor of Transportation/Designee
FLSA STATUS: Non-Exempt
TERMS OF EMPLOYMENT: 10.5 months /210 Days 8 hours per day

OVERVIEW OF POSITION: To provide safe and efficient transportation to students so that they may receive the fullest advantage from the school curriculum and the extracurricular program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

A. PERFORMANCE RESPONSIBILITIES

1. Exhibits concern for the safety of children – morally and legally responsible for transporting children using every precaution for their maximum protection.
2. Conducts thorough pre-trip and post-trip checks on the vehicle and special equipment.
3. Obeys state traffic laws and ordinances governing motor vehicle operation.
4. Participates in meetings, conferences and training courses as required.
5. Maintains a safe, comfortable, clean bus and reports all mechanical problems.
6. Completes and submits required reports within the specified time.
7. Shows punctuality and reliability in operation of routes; consistent in work habits.
8. Maintains orderly conduct of all passengers and uses the proper procedures in reporting disorderly passengers.
9. Notifies the proper authorities in the case of mechanical failure or delays.
10. Reports all accidents and completes required reports.
11. Transports only authorized students and discharges students at authorized bus stops.
12. Maintains first aid kit, fire extinguisher and warning devices.
13. Shows leadership when on school trips.
14. Is available to be “on-call” at all times including weekends and after hours.
15. Performs all non-driving duties as assigned by the Supervisor of Transportation or his/her designee.
16. Fills in for absent drivers and performs assigned extra runs, after school programs, trips, and summer school.
17. Performs any other duties as assigned by immediate supervisor/designee or superintendent

B. PROFESSIONALISM

The employee shows professionalism in attitude and conduct

- Accepts constructive feedback.
- Identifies problems and issues and works collaboratively to contribute ideas and find solutions.
- Maintains communication with immediate supervisor, keeping him/her informed of problems, concerns, and significant developments.
- Maintains the confidentiality of all school board business by refraining from accessing, discussing or disclosing anything outside the scope of employment unless authorized by immediate supervisor.
- Observes professional ethics as prescribed by the employee’s profession/craft and in accordance with state law and board policy.
- Uses verbal and non-verbal communication in a manner respectful of others.
- Maintains self-control.
- Adheres to Board policies and procedures and administrative rules, guidelines, and regulations.
- Participates in professional growth activities.

C. ATTENDANCE AND PUNCTUALITY

- Reports to work at the assigned time
- Attends work on a daily basis
- Contacts Supervisor when absent
- Works additional hours when deemed necessary
- Clocks in and out and utilizes time clocks appropriately

D. SAFETY

- Completes tasks in a safe manner as prescribed by the Safety Department or by the employee's profession/craft.
- Maintains a neat and orderly work environment.
- Dresses appropriately for the job assigned and in compliance with state law and board policy.
- Displays employee ID tag at all times while on duty.
- Reports any unsafe conditions or any incidents of injury or damage immediately to the appropriate official.
- Complies with policies on Employee Tobacco Use, Drug-Free Workplace and use of Cell Phones when on duty.

METHOD OF EVALUATION

A formal observation and one written evaluation per year by supervisor shall be completed.

OTHER DUTIES AND RESPONSIBILITIES

Other duties may be assigned

QUALIFICATION REQUIREMENTS: *High school or equivalency diploma; valid Commercial Driver's Louisiana (CDL) with passenger air brakes endorsement and with an acceptable motor vehicle record; pass a medical health examination annually; certified through the State Pre-Service Training Program; maintain certification through the State's Eight-hour In-service Training Program annually. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job: ability to grasp, lift, maneuver, carry, push, pull and/or move up 50 to 80 pound objects on a daily basis; ability to perform occasional climbing, balancing, stooping, kneeling, crouching and walking; ability to exhibit manual dexterity, near acuity, far acuity, depth perception and peripheral vision; ability to withstand frequent reaching and handling. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand, walk, speak, hear and sit. Occasionally the employee will bend or twist at the neck more than the average person. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment described here is representative of which an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

TERMS OF EMPLOYMENT: *There will be a probationary period of 6 months from date of employment for new employees. After 6 months, a decision based upon an evaluation will be rendered in regards to the employee's status as a permanent employee.*

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.