

HAMILTON TOWNSHIP SCHOOL DISTRICT

Business Operations

**POSITION CODE: 9000
NONCERTIFIED**

TITLE: BUS DRIVER

QUALIFICATIONS:

1. Valid Commercial Driver's License
2. Minimum safe driving experience as determined by the board
3. Sufficient mechanical aptitude to diagnose minor problems and make appropriate repairs
4. Ability to maintain passenger discipline to ensure their safety and well-being and protect against vandalism
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment (if a regular employee of the district)

REPORTS TO: Transportation Supervisor

JOB GOAL:

To transport pupils in a safe and efficient manner and perform all activities related to the operation of the school bus.

PERFORMANCE RESPONSIBILITIES:

Safety, maintenance and inspection requirements

1. Conducts a pre-trip safety inspection of the bus prior to every trip and completes the school bus condition report.
2. Notifies transportation supervisor of any mechanical malfunctions and/or safety hazards.
3. Performs interior bus cleaning duties daily, cleans windows and exterior as needed, and refuels the vehicle.
4. Performs light maintenance (check and replace water, antifreeze, oil and battery water; add air to tires; replace burned out bulbs) as necessary.
5. Participates in emergency evacuation drills in accordance with administrative code and board policy, and instructs passengers regarding safety regulations and other bus rules.

Driving and safe bus operations

1. Adheres to established routes, designated bus stops and keeps to assigned time schedule.
2. Transports only authorized pupils and ensures that all students have left the bus at the end of the route.
3. Receives training on and as required implements accommodations when transporting students with disabilities.
4. Obeys all traffic laws and observes mandatory school bus safety regulations.

HAMILTON TOWNSHIP SCHOOL DISTRICT

BUS DRIVER (continued)

5. Reports all accidents and pupil injuries immediately to the principal and the school business administrator and completes required reports.
6. If ticketed as a result of an accident or traffic stop by police, the bus driver will pay any fines and court costs, and will attend driving safety classes if so ordered by the municipal court judge.
7. Will not use a cell phone while the bus is turned on or in gear, either to receive calls or to make calls. Cell phone operation on a moving vehicle is a distraction and a safety hazard. Cell phone operation by a bus driver is only permitted if the bus is parked or at the roadside curb with the engine turned off and the bus out-of-gear.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the board of education.

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: Board of Education

Date: 8-28-24

Revised:

LEGAL REFERENCES:

<u>N.J.S.A. 2C:12-1</u>	Assault
<u>N.J.S.A. 18A:6-7.1</u>	Criminal history
<u>N.J.S.A. 18A:7-7.1c</u>	Employment of applicant on emergent basis, conditions
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:25-2</u>	Authority over pupils
<u>N.J.S.A. 18A:39-17</u>	Names, certain information relative to bus drivers to be filed by secretary of board of education
<u>N.J.S.A. 18A:39-18</u>	Information on bus drivers furnished by contactor
<u>N.J.S.A. 18A:39-19.1</u>	Bus driver required to submit certain information to commissioner; notice of pending charges
<u>N.J.S.A. 18A:39-20</u>	Approval
<u>N.J.S.A. 18A:39-27</u>	Bus driver required to be on bus when pupil present; exception
<u>N.J.S.A. 39:3B-25</u>	Use of cell phone prohibited while driving school bus, exception; fines
<u>N.J.S.A. 39:5D-1</u>	Commercial driver license
<u>N.J.A.C. 6A:27</u>	Student transportation
<u>See particularly:</u>	
<u>N.J.A.C. 6A:27-11</u>	Safety
<u>N.J.A.C. 6A:27-12.1</u>	Drivers and aides
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations

Immigration and Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Transportation Employee Testing Act of 1991 School bus drivers, 49 CFR 382.103

Employee Education/Supervisor training, 49 CFR 382.1202, 1203

HAMILTON TOWNSHIP SCHOOL DISTRICT

BUS DRIVER (continued)

R.S. 39:3-10.1, Commercial Motor Vehicle Act of 1986