

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

BUS DRIVER/DELIVERY CLERK

SALARY SCHEDULE: SSP-5/SSP-8

COST CENTER: TRANSPORTATION DEPARTMENT (9030)

QUALIFICATIONS:

- (1) Possess a High School Diploma or equivalent, or attain such within the six-month probation period.
- (2) Possess a Commercial Driver's License (CDL) with Class "B," "S," (school bus), Passenger Endorsements and Air Brake Qualified.
- (3) Must pass an annual physical examination.
- (4) Successful completion of a forty (40) hour training course.
- (5) Successful drug screening.
- (6) No DUI convictions.

KNOWLEDGE, SKILLS AND ABILITIES:

Basic understanding of the skillful and safe operation of both large and small buses. Thorough understanding of State of Florida traffic regulations. Ability to interact with students and adults.
Ability to communicate effectively. Ability to work independently.

REPORTS TO:

Supervisor, Transportation

JOB GOAL

To successfully transport students to and from school in a timely manner in a safe and healthy environment/Provide efficient and effective mail service to departments and schools.

Supervises:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Display a thorough understanding of the safe operation of a school bus and pony vehicle.
- *(2) Perform a pre- and post-route bus inspection according to established guidelines.
- *(3) Perform, twice annually, bus evacuation drills according to established guidelines.
- *(4) Display a thorough understanding and use of the District Bus Discipline Procedures.
- *(5) Maintain the proper records and reports as required.
- *(6) Follow the twenty (20) day inspection process.
- *(7) Report any and all irregularities in vehicle performance.
- *(8) Maintain a clean bus interior.
- *(9) Instruct students in safety precautions and bus rules.
- *(10) Signal children when to cross street or highway and see them safely across before departing.
- *(11) Demonstrate initiative in the performance of assigned responsibilities.
- *(12) Model and maintain high ethical standards.
- *(13) Follow attendance, punctuality and proper dress rules.
- *(14) Maintain confidentiality regarding school matters.
- *(15) Maintain positive relationships with staff and students.
- *(16) Participate in workshops and training sessions as required.
- *(17) Communicate effectively with staff, students and parents.

BUS DRIVER/DELIVERY CLERK (continued)

- * (18) Keep supervisor informed of potential problems or unusual events.
- * (19) Respond to inquiries and concerns in a timely manner.
- * (20) Follow all School Board policies, rules and regulations.
- * (21) Exhibit interpersonal skills to work as an effective team member.
- * (22) Demonstrate support for the School District and its goals and priorities.
- * (23) Perform other incidental tasks consistent with the goals and objectives of this position.
- * (24) Pick up and deliver to appropriate areas in schools and departments.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities