



# **POCATELLO-CHUBBUCK SCHOOL DISTRICT NO. 25**

## **CLASS SPECIFICATION**

### **HEAD START BUS DRIVER**

#### **Purpose of Class**

Transport students to and from school and related activities safely; performs related work as required.

#### **Primary Function**

The principal function of an employee in this class is to safely transport students to and from school and related functions in a timely manner. A safe and appropriate environment is maintained through the student bus discipline program. The bus driver must safely operate the bus in all types of weather and traffic conditions. The work is performed under the general supervision of the Operation Manager Supervisor with latitude granted for the exercise of independent judgment. The principal duties of this class are performed in a school bus setting which includes mechanical equipment and outdoor work. Early morning and split shift work hours are required. Driving and working in inclement weather conditions may involve related hazards.

#### **Essential Duties and Responsibilities (will vary by assignment)**

- Safely transports students on assigned bus routes to and from school while maintaining the time schedule;
- Implements the student bus discipline program to maintain an appropriate and safe environment;
- Contacts parents for student conferences as needed;
- Conducts bus evacuation drills as requested;
- Work with school personnel on various discipline issues as related to the transportation of students;
- Drive field and activity trips as scheduled;
- Performs pre-trip and post-trip inspections as required by Department guidelines;
- Conducts parent orientation to busing;
- Drive Head Start bus routes;
- Builds and maintains route sheets for each assigned bus route;
- Must meet all annual training requirements;
- Cleans the interior and exterior of the school buses;
- Train on a variety of different makes and models of school buses;
- Complete all required paperwork;
- Completes a daily rider checklist for each route, noting who is and who is not on the bus;
- Perform all work duties and activities in accordance with District policies, procedures, and safety practices.

#### **Other Duties and Responsibilities**

- Attend meetings as requested;
- Serve on various committees as requested;
- Assist in classrooms, food service, and office as needed;
- Trains new bus drivers and bus attendants as requested;
- Performs other related duties as required.

## **Competency Requirements:**

Knowledge of:

- District geography, including streets, school locations, and boundaries;
- Bus mechanical operation, wheelchair lift, wheelchair tie down systems, student restraint devices, specialized medical assistance equipment, video surveillance equipment, emergency equipment and two-way radio;
- Transportation Department, District, and State Board of Education rules, codes, standards, and expected student behaviors;
- Appropriate response to changing surroundings and situations.

Ability to:

- Follow written and oral instructions and observe District policies and procedures;
- Communicate effectively, both verbally and in writing;
- Establish and maintain effective working relationships with students, parents, teachers, other employees, administrators, and the public;
- Maintain a calm personal demeanor and remain focused in situation of high stress;
- Establish priorities and work within time constraints and deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Operate various types of equipment, including medical equipment as it pertains to individual student needs;
- Work independently, with minimal supervision, and make appropriate decisions in the absence of a supervisor;
- Maintain student and District confidentiality.

## **Acceptable Experience and Training**

- High school diploma or GED equivalent is required;
- Class C CDL with passenger and school bus endorsement;
- DOT Medical card;
- CPR/AED certification within 90 days of employment;
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform as an effective and competent bus driver.

## **Health Qualifications:**

- A physical examination within one year of initial employment.

## **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand verbal instructions and to communicate effectively on the two-way radio and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to drive a school bus; comprehend written work instructions; operate the required equipment, and organize documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a school bus; and the related equipment;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to lift or move students. Lifting requirement of at least 50 lbs.

- Job tasks may require, with or without reasonable accommodation, climbing, stooping, kneeling, crouching, reaching, standing, walking, lifting, grasping and repetitive motions.

**SALARY RANGE:** School District #25 Head Start classified salary schedule. With a valid CDL, starting pay schedule is Level 7 at \$18.60 per hour. Without a CDL and in training, starting pay schedule is Transportation Level 1 at \$11.97 per hour. This is a full-time position with paid benefits.

**SCHEDULE:** August to June; 183 days per year; 32.5 hours per week; Monday through Friday, 6:30 am to 4:30 pm (depending on route) with a duty-free break; on duty hours are 6.5 daily.