

Policy GFBEA: Job Description: School Bus Drivers

Status: DRAFT

Original Adopted Date: 10/21/2002 | **Last Revised Date:** 09/09/2024 | **Last Reviewed Date:** 09/09/2024

Job Description: School Bus Drivers

QUALIFICATIONS:

1. Minimum 21 years of age
2. High school diploma or equivalent
3. Valid Commercial Driver's License (CDL)
4. Valid school bus driver's certificate issued by a Mississippi State Department of Education approved instructor and attend renewal certification every other year.
5. Demonstrate sufficient strength, agility, hearing and visual acuity to exercise safe control over the school bus and passengers at all times. All bus drivers must pass a pre-employment agility test administered as part of the State Department of Education bus driver certification process. Demonstrate sufficient strength, agility, hearing, and visual acuity to exercise safe control over the school bus and passengers at all times. All bus drivers must successfully pass a pre-employment agility test administered as part of the State Department of Education bus driver certification process. Jackson County School District reserves the right to require additional agility testing at any time it deems appropriate to determine an employee's continued ability to safely perform the essential functions of the position, consistent with applicable law.
6. Comply with drug testing policy and procedures (policy GBRM)
7. Have an acceptable driving record with no convictions deemed disqualifying under the Mississippi Commercial Driver's License Law, Sections 63-1-73, MS Code as amended recommendations of the State Department of Education, Transportation Department.
8. The local school board may supplement these qualifications and responsibilities as necessary for safe and efficient student transportation.
9. Ability to lift ten (10) pounds.

REPORTS TO:

Transportation Supervisor and Assistant Superintendent of Support

JOB GOAL:

To operate a school bus in a safe and efficient manner and to abide by all traffic laws, State Board of Education and local school district board regulations.

SUPERVISES:

Students

DUTIES AND RESPONSIBILITIES:

Job functions shall include but not be limited to the following:

1. Conduct a thorough pre-trip (using the district's Daily Bus Inspection Form) and post-trip inspection of the school bus.
2. Keep exterior mirrors clean and adjusted at all times.
3. Perform a minimum of two school bus evacuation drills each school year utilizing appropriate emergency procedures.
4. Know, recognize, and obey road signs and signals by meanings, shapes, sounds, and colors.
5. Keep the interior of the bus clean.
6. Maintain routes and schedules as planned by the Transportation Supervisor.
7. Report any hazards along the existing route to the Transportation Supervisor.
8. Exercise the effective defensive driving skills of self-control, alertness, foresight and good judgment at all times while operating the school bus.
9. Maintain discipline on the school bus without jeopardizing safety while driving.
10. Remain alert at all times to hazards, including but not limited to, poor weather conditions, other vehicles, road conditions and trains at railroad crossings.
11. Complete all reports on bus discipline, bus maintenance and any other reports required by the local school board or Transportation Supervisor.

12. The driver shall not, at any time, permit pupils to stand in the step well or loading area or where the pupil would likely fall out of the bus, if the rear emergency door was opened, or where the driver's view is obscured.
13. At such time as required by law and/or the school district, the employee agrees to one mandatory drug test as part of the hiring process. In addition to the mandatory test, the employee agrees to random test(s) and post-accident testing and to be tested if recommended by the driver's supervisor.

TERMS OF EMPLOYMENT:

Salary, length of employment, leave and absences are defined in policy GGBG.

EVALUATION:

Transportation Supervisor and Assistant Superintendent of Support.
