

## **Alliance Public Schools Bus Driver Job Description**

It is the policy of Alliance Public Schools to not discriminate on the basis of sex, disability, race, color, religion, marital status, veteran status, or national or ethnic origin in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Superintendent.

- A. Job Title:** Bus Driver
- B. Department:** Transportation
- C. Education Level and Certification:** High school degree or GED. Must maintain at all times during employment an unrestricted motor vehicle operator's license, a school bus permit as required by state and federal laws, and a satisfactory driving record that meets requirements of Board policy.
- D. Reports To:** Superintendent/Principal
- E. Performance Responsibilities and Job Tasks**
1. Follow safety rules as students board and exit buses or cross streets near bus stops.
  2. Comply with traffic regulations to operate vehicles in a safe and courteous manner.
  3. Check the condition of vehicle's tires, brakes, windshield wipers, lights, oil, fuel, water, and safety equipment to ensure that everything is in working order (pre- and post-inspections).
  4. Maintain order among students during trips to ensure safety.
  5. Pick up and drop off students at regularly scheduled neighborhood locations, following strict time schedules.
  6. Report any bus malfunctions or needed repairs.
  7. Drive gasoline, diesel, or electrically powered multi-passenger vehicles to transport students between neighborhoods, schools, and school activities.
  8. Prepare and submit reports that may include the number of passengers or trips, hours worked, mileage, fuel consumption, and student behavior.
  9. Maintain knowledge of first-aid procedures.
  10. Keep bus interiors clean for passengers.
  11. Read maps and follow written and verbal geographic directions.
  12. Report delays, accidents, or other traffic and transportation situations, using telephones or mobile two-way radios.
  13. Regulate heating, lighting, and ventilation systems for passenger comfort.
  14. Escort small children across roads and highways if a responsible adult remains in the vehicle.
  15. Make minor repairs to vehicles.
  16. Perform first aid as necessary for the purpose of meeting the immediate health care needs of passengers.

17. Maintain confidentiality of information concerning staff, students, and parents in accordance with law and District rules.
18. Adhere to the transportation regulations of the Nebraska Department of Education.
19. Develop and maintain a positive, professional rapport with students and parents and co-workers.
20. Adhere to the code of ethics of the District for non-certificated staff. The Bus Driver must serve as a positive role model for staff and students.
21. Perform other tasks or duties as assigned by the Superintendent, Principal or other supervisors.

## **F. Required Knowledge**

The Bus Driver is to possess and effectively utilize knowledge, required for the position, in the following areas:

1. Public Safety and Security—Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
2. Transportation—Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits.
3. Psychology—Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
4. Customer and Personal Service—Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
5. English Language—Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
6. Law and Government—Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
7. Mechanical—Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
8. Telecommunications—Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems.

## **G. Required Skills and Abilities**

The Bus Driver is to possess and effectively utilize the following skills and abilities:

1. Communication:
  - a. Active Listening—Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

- b. Speaking—Talking to others to convey information effectively. The ability to speak clearly so others can understand you. The ability to communicate information and ideas in speaking so others will understand.
  - c. Oral Comprehension and Listening—The ability to listen to and understand information and ideas presented through spoken words and sentences. The ability to identify and understand the speech of another person.
  - d. Writing—Communicating effectively in writing as appropriate for the needs of the audience. The ability to communicate information and ideas in writing so others will understand.
  - e. Written Comprehension—Understanding written sentences and paragraphs in work related documents. The ability to read and understand information and ideas presented in writing.
2. Operation Monitoring—Watching gauges, dials, or other indicators to make sure a machine is working properly.
  3. Problem Sensitivity—The ability to tell when something is wrong or is likely to go wrong.
  4. Vision— Depth Perception: The ability to judge which of several objects is closer or farther away from you, or to judge the distance between you and an object. Far and Near Vision: The ability to see details at close range (within a few feet of the observer) and to see details at a distance. Peripheral Vision: The ability to see objects or movement of objects to one's side when the eyes are looking ahead. Glare Sensitivity: The ability to see objects in the presence of glare or bright lighting. Night Vision: The ability to see under low light conditions. Visual Color Discrimination: The ability to match or detect differences between colors, including shades of color and brightness.
  5. Hearing—Hearing Sensitivity: The ability to detect or tell the differences between sounds that vary in pitch and loudness. Sound Localization: The ability to tell the direction from which a sound originated. Auditory Attention: The ability to focus on a single source of sound in the presence of other distracting sounds.
  6. Social Perceptiveness—Being aware of others' reactions and understanding why they react as they do.
  7. Critical Thinking—Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
  8. Time Management—Managing one's own time and the time of others.
  9. Persuasion—Persuading others to change their minds or behavior.
  10. Operation and Control—Controlling operations of equipment or systems.
  11. Reaction Time—The ability to quickly respond (with the hand, finger, or foot) to a signal (sound, light, picture) when it appears.
  12. Multilimb Coordination—The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
  13. Response Orientation—The ability to choose quickly between two or more movements in response to two or more different signals (lights, sounds, pictures). It includes the speed with which the correct response is started with the hand, foot, or other body part.
  14. Selective Attention—The ability to concentrate on a task over a period of time without being distracted.

15. Spatial Orientation—The ability to know your location in relation to the environment or to know where other objects are in relation to you.
16. Control—Control Precision: The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions. Rate Control: The ability to time your movements or the movement of a piece of equipment in anticipation of changes in the speed and/or direction of a moving object or scene.
17. Arm-Hand Steadiness—The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
18. Information Ordering—The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
19. Perceptual Speed—The ability to quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.
20. Flexibility of Closure—The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
21. Manual Dexterity—The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.

## **H. Work Activities**

The Bus Driver is to perform the following work activities:

1. Operating Vehicles, Mechanized Devices, or Equipment—Running, maneuvering, navigating, or driving vehicles or mechanized equipment. This includes operating school buses and other passenger vehicles and transporting passengers or cargo.
2. Inspecting Equipment, Structures, or Material—Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
3. Identifying Objects, Actions, and Events—Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
4. Getting Information—Observing, receiving, and otherwise obtaining information from all relevant sources. This includes reading maps and schedules.
5. Monitor Processes, Materials, or Surroundings—Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems. This includes monitoring variables affecting route activities.
6. Performing for or Working Directly with the Public—Performing for people or dealing directly with the public. This includes assisting students riding school vehicles.
7. Making Decisions and Solving Problems—Analyzing information and evaluating results to choose the best solution and solve problems.
8. Assisting and Caring for Others—Providing personal assistance, medical attention, emotional support, or other personal care to others such as students and coworkers.
9. Communicating with Supervisors, Peers, or Subordinates—Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

10. Evaluating Information to Determine Compliance with Standards—Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards. This includes overseeing work progress to verify safety or conformance to standards and performing safety inspections in transportation setting.
11. Establishing and Maintaining Interpersonal Relationships—Developing constructive and cooperative working relationships with others, and maintaining them over time.
12. Estimating the Quantifiable Characteristics of Products, Events, or Information— Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity.
13. Judging the Qualities of Things, Services, or People—Assessing the value, importance, or quality of things or people.
14. Documenting/Recording Information—Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
15. Updating and Using Relevant Knowledge—Keeping up-to-date technically and applying new knowledge to your job. This includes: following traffic laws, using established traffic or transportation procedures, using first aid procedures, using local or regional geographical knowledge to transportation.
16. Repairing and Maintaining Mechanical Equipment—Servicing, repairing, adjusting, and testing machines, devices, moving parts, and equipment that operate primarily on the basis of mechanical (not electronic) principles. This includes examining vehicle to detect malfunctions, damage, or maintenance needed, maintaining or repairing school vehicles, servicing vehicle with water, fuel, or oil.
17. Communicating with Persons Outside Organization—Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.

## **I. Required Employee Characteristics**

The Bus Driver is to possess and exhibit the following characteristics:

1. Cooperation—Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
2. Attention to Detail—Job requires being careful about detail and thorough in completing work tasks.
3. Dependability—Job requires being reliable, responsible, dependable, and fulfilling obligations.
4. Integrity—Job requires being honest and ethical.
5. Concern for Others—Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
6. Self Control—Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
7. Stress Tolerance—Job requires accepting criticism and dealing calmly and effectively with high stress situations.

8. Adaptability/Flexibility—Job requires being open to change (positive or negative) and to considerable variety in the workplace.
9. Independence—Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
10. Initiative—Job requires a willingness to take on responsibilities and challenges.

**J. Working Conditions**

1. In an enclosed vehicle or equipment.
2. Exposure to weather conditions.

**K. Essential Functions:** The essential functions of the Bus Driver position include: (1) regular, dependable attendance on the job; (2) the ability to perform the identified tasks and to possess and utilize the identified knowledge, skills, and abilities to perform the identified work activities; (3) the ability to implement established bus evacuation procedures; and (4) the ability to perform the following identified physical requirements:

<b>Physical Requirements Bus Driver</b>		Item is not a requirement of the job NE	Occasional -- up to 33% of time NE	Occasional/Essential -- up to 33% of time, absolutely essential to the job E	Frequent -- between 34% - 66% E	Continuous -- over 66% of time E
<b>E = Essential</b>						
<b>NE = Non-Essential</b>						
<b>Stamina</b>						
1. Sitting					X	
2. Walking					X	
3. Standing			X			
4. Sprinting/Running			X			
<b>Flexibility</b>						
5. Bending or twisting at the neck more than the average person					X	
6. Bending or twisting at the trunk more than the average person					X	
7. Squatting/Stooping/Kneeling					X	
8. Reaching above the head					X	
9. Reaching forward					X	
10. Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)					X	
<b>Activities</b>						
11. Climbing (on ladders, into large trucks/vehicles, etc.)			X			
12. Hand/grip strength				X		
13. Driving on the job						X
14. Typing non-stop			X			
<b>Use of Arms and Hands</b>						
15. Manual dexterity (using a wrench or screwing a lid on a jar)				X		
16. Finger dexterity (typing or putting a nut on a bolt)				X		
<b>Lifting Requirements</b>						
17. Lifting up to 10 pounds (Mark all that apply)						
Floor to waist				X		
Waist to shoulder				X		
Shoulder to overhead			X			
18. Lifting 11 to 25 pounds (Mark all that apply)						
Floor to waist				X		
Waist to shoulder				X		
Shoulder to overhead			X			
19. Lifting 26 to 50 pounds (Mark all that apply)						
Floor to waist				X		
Waist to shoulder				X		
Shoulder to overhead			X			
20. Lifting 51 to 75 pounds (Mark all that apply)						
Floor to waist				X		
Waist to shoulder				X		
Shoulder to overhead			X			
21. Lifting 76 plus pounds (Mark all that apply)						
Floor to waist				X		
Waist to shoulder			X			
Shoulder to overhead			X			
22. Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?		X				
<b>Pushing/Pulling</b>						
23. 25 to 50 pounds				X		
24. 51 to 75 pounds				X		
25. 76 to 90 pounds			X			
26. Over 90 pounds			X			
<b>Carrying</b>						
27. 10 to 25 pounds				X		
28. 26 to 50 pounds				X		
29. 51 to 75 pounds			X			
30. 76 to 90 pounds			X			
31. Over 90 pounds		X				