

COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: BUS DRIVER

File 701

Reports to: Transportation Supervisor

Job Objective: Provides for the safe, efficient, and courteous transportation of students.

- Minimum Qualifications:**
- High school diploma or GED.
 - Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
 - A record free of criminal violations that would prohibit public school employment.
 - Complies with drug-free workplace rules and board policies.
 - Meets qualifications as defined in current revised state codes, pupil transportation operation & safety rules, and school board policy.
 - Completion of the state pre-service school bus driver training program and participation in ongoing training necessary as needed to maintain required license and endorsements.
 - Valid Commercial Drivers License (CDL) with school bus and passenger endorsements. Meets all prerequisite and ongoing qualifications to be covered by the district's insurance carrier.
 - Satisfactory pre-employment and ongoing random drug/alcohol test results.
 - Ability to assist students with disabilities (e.g., mobility, transferring, positioning, etc.).
 - Ability to cope with stressful traffic, weather conditions, and passenger distractions.
 - Demonstrates maturity and the ability to work with students and their families.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Checks/confirms assignments. Carefully follows directions. Seeks advice when expectations are unclear. Takes the initiative to perform routine tasks independently.
- Upholds board policies and follows administrative procedures. Promotes a professional image of the school district. Supports community partnerships that enhance district programs.
- Promotes effective communications and reliable service. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- Operates the assigned vehicle according to all motor vehicle laws.
- Performs pre-trip and post-trip safety inspections. Checks safety equipment and first aid supplies. Reports equipment concerns/malfunctions in writing.
- Assumes responsibility for the interior/exterior cleanliness of the vehicle.
- Fuels the vehicle. Monitors fluid levels (e.g., oil, windshield washer, brake, transmission, etc.). Documents fuel consumption and mileage.
- Uses proper protocol when operating communication equipment.
- Practices defensive driving techniques. Complies with all motor vehicle laws (e.g., speed limits, complete stops, etc.). *Note:* Safety is the top priority even if delays disrupt the bus schedule.
- Reports all traffic citations and accidents. Documents all injuries that require medical attention.
- Provides dependable service. Maintains established routes and time schedules. Suggests route modifications that improve efficiency. Transports only authorized passengers. Reports road hazards or other problems that may interfere with pupil transportation services.
- Directs passenger loading/unloading. Operates the wheelchair lift. Checks seat belts. Secures wheelchairs/seat belts before the bus starts. Reports unsafe/defective safety equipment.
- Communicates bus rules to students. Keeps supervisors informed about persistent behavior problems.
- Picks up and unloads students only at approved stops. Keeps route sheets up-to-date.
- Responds to student requests for assistance. Avoids being intrusive. Solves concerns discreetly.
- Provides assistance as needed when aware of passengers with medical/health considerations.
- Follows district field trip procedures. Remains available to staff/students during trips as instructed.
- Promotes the proper use, care, and security of school property. Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other related concerns.
- Attempts to identify and report vehicles that fail to comply with traffic regulations (e.g., failure to stop for flashing bus lights, passing in prohibited zones, etc.).
- Participates in the district's bus safety program as directed.
- Conducts emergency evacuation drills that comply with current state standards.

- Assists other staff as needed to deal with time constraints and unexpected or urgent situations.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other related concerns.
- Upholds the student conduct code. Maintains high expectations for behavior and performance.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Works with staff to manage or eliminate risk factors.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Acknowledges personal responsibility for decisions and conduct.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Exhibits consistency, resourcefulness, and resilience.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Maintains an acceptable attendance record and is punctual.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working in proximity to moving mechanical parts.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Coldwater Exempted Village School District Board of Education.

The Coldwater Exempted Village School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION ADDENDUM

Title: TRAINER/ON-BOARD INSTRUCTOR

File 702

Reports to: Transportation Supervisor

Job Objective: Plans and implements bus driver-training activities.

NOTE: This addendum describes auxiliary responsibilities added to another primary job assignment. Duties are assigned based on staff availability, time constraints, job demands, and unique employee skills. Responsibilities may be altered to meet current or emerging district needs.

Minimum Qualifications:

- Meets all school bus driver minimum qualifications (see bus driver job description for information).
- Valid state pre-service school bus driver training program certificate.
- Effective presentation skills and ability to train adult learners.
- Demonstrates a clear understanding and commitment to defensive driving practices.
- Attends training sessions necessary to maintain instructor status.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Conducts training activities that support the ongoing improvement of pupil transportation services.
- Monitors state training requirements for bus driver. Prepares instructional materials using up-to-date resources (e.g., bus driver training manual, etc.). Evaluates performance to ensure that bus driver training programs are effective.
- Helps recruit, interview, perform background/reference investigations of bus driver applicants.
- Helps job applicants obtain training packets and prepare for the Commercial Drivers License (CDL) test. Arranges test appointments for trainees. Escorts trainees to/from testing site.
- Participates in transportation staff orientation programs.
- Teaches vehicle operating procedures and defensive driving techniques.
- Trains transportation staff in procedures to effectively accomplish assigned duties. Ensures that drivers are familiar with all types of district pupil transportation vehicles. Helps verify that drivers are qualified and correctly licensed for assigned vehicles.
- Shares knowledge about advances in operational procedures and equipment technology.
- Promotes bus safety. Supervises evacuation drills. Prepares bus safety program materials.
- Instructs drivers in methods to assist students with disabilities (e.g., mobility assistance, transferring, wheelchair lifts, positioning/securing wheelchairs, safety equipment, evacuation procedures, etc.).
- Conducts training sessions in safe-rider techniques for community child-care providers.
- Reports all traffic citations and accidents. Documents all injuries that require medical attention.
- Promotes the proper use, care, and security of school property. Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other related concerns.
- Assists other staff as needed to deal with time constraints and unexpected or urgent situations.
- Upholds the student conduct code. Maintains high expectations for behavior and performance.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Supervises collection, verification, and recording of program information as directed.
- Manages the accurate and timely completion reports, records, and inventories.
- Performs other specific job-related duties as directed.

COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION ADDENDUM

Title: TRANSPORTATION SUPERVISOR

File 703

Reports to: Superintendent

Job Objective: Supervises the planning, delivery, assessment, and ongoing improvement of transportation services.

NOTE: This addendum describes auxiliary responsibilities added to another primary job assignment. Duties are assigned based on staff availability, time constraints, job demands, and unique employee skills. Responsibilities may be altered to meet current or emerging district needs.

Minimum Qualifications:

- Holds or is qualified to obtain a state issued pupil transportation certification.
- Ability to monitor and manage compliance with transportation and environmental laws/regulations.
- Bookkeeping skill and the ability to compute mathematical data accurately.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Directs pupil transportation services, ongoing driver training, and vehicle maintenance programs.
- Maintains open and effective communications. Uses problem-solving techniques to tactfully address questions/concerns. Keeps stakeholders informed about emerging issues.
- Analyzes data to improve transportation operations. Helps develop and implement the district's continuous improvement plan. Identifies and develops partnerships that enhance district services.
- Provides staff leadership and consensus development. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Administers the board-approved budget for assigned areas of responsibility. Approves the purchase of supplies and equipment. Ensures that program resources are equitably apportioned.
- Plans, procures, and manages supplemental service contracts related to assigned programs.
- Manages cost-control programs. Prepares bid specifications. Obtains price quotes. Prepares comparative data (e.g., quality, warranties, discounts, delivery dates, etc.). Approves invoices for payment. Prepares revenue/expense projections. Maintains accurate inventory records.
- Recommends the replacement of equipment necessary to ensure fleet effectiveness.
- Participates in transportation staff selection and orientation processes. Ensures the equitable distribution of workloads. Arranges for substitutes during staff absences as needed.
- Trains transportation staff in procedures to effectively accomplish assigned duties.
- Monitors bus driver training requirements. Promotes defensive driving. Verifies that drivers are qualified and correctly licensed. Ensures that drivers are familiar all aspects of assigned duties.
- Prepares schedules/bus routes. Assigns drivers. Provides for the timely distribution of routing information. Works with the staff to address the needs of students with disabilities.
- Prepares transportation rosters (e.g., bus identification, student names, grade levels, building assignment, pick-up and drop off points, time schedules, etc.).
- Maintains up-to-date student information on each bus.
- Coordinates the non-routine use of buses (e.g., field trips, athletic contests, etc.).
- Administers an ongoing vehicle maintenance program. Recommends effective procedures to deal with emergency repairs. Coordinates annual state patrol bus inspections.
- Promotes bus safety. Supervises evacuation drills. Prepares bus safety program materials.
- Investigates and prepares accident reports. Documents all injuries that require medical attention.
- Monitors road and weather conditions. Recommends the need to delay or cancel services.
- Responds to transportation emergencies as needed.
- Assists other staff as needed to deal with time constraints and unexpected or urgent situations.
- Ensures that vehicles and storage areas are secured at the end of the workday.
- Supervises collection, verification, and recording of program information as directed.
- Manages the accurate and timely completion reports, records, and inventories.
- Performs other specific job-related duties as directed.