

## **BUS DRIVER**

### **Job Description**

#### **MAJOR FUNCTION**

Skilled work in the operation of light and heavy school buses in transporting students to and from public schools.

#### **ILLUSTRATIVE DUTIES**

Transports students to and from school, following a preplanned route according to a definite time schedule. Regulates heating equipment and ventilation of bus for comfort of passengers. Drives bus carefully and in compliance with traffic regulations. Assumes responsibility for the safety of school children in loading, unloading and transporting them to and from school. Instructs children in safety precautions and practices. Signals children when to cross street or highway and assures that children are safely across upon departure from bus. Maintains discipline; reports unruly behavior to principal of school or to supervisor.

Inspects and sweeps bus. Checks water, gas, oil and mechanical condition before leaving on run. Reports delays and accidents. Keeps operational records and makes simple reports. Reports defects or problems with vehicle to shop supervisor. Assures bus meets regular maintenance schedules.

Performs related work as required.

#### **MINIMUM QUALIFICATIONS**

**Knowledge, Abilities and Skills:** Knowledge of traffic and highway safety rules and regulations, and of the precautions necessary to avoid accidents. Ability to operate a bus in a safe and economical manner. Ability to understand and carry out instructions and to perform work requiring good physical condition. Ability to relate to students, parents and school system personnel. Ability to complete various forms and records, including updated route sheets, time sheets, field trip forms, incident and accident reports, etceteras.

**Training and Experience:** Graduation from high school or completion of GED. Completion of first aid and driving courses. Training on highway safety rules and regulations.

**Licenses or Certifications:** Appropriate State of Florida Driver license. Completion of a performance test in school bus operation. Must pass an annual physical examination.

#### **APPLICANT REQUIREMENTS**

Vision in both eyes. Cannot be a diabetic on insulin.

Current State of Florida driver license and original Social Security card with same last name on both.

Complete lifetime driving history from any state in which you held a driver's license. In Polk County you may go to the nearest courthouse branch office and obtain a certified Florida driving record.

Five (5) years of verifiable driving experience.

Good driving record. No DUI conviction in past fifteen (15) years.

Copy of Diploma or GED. (Polk County Schools currently offers the "Driving for Education" program whereby you may work and go to classes to earn your GED.)