



The School Board of Polk County

<http://www.polk-fl.net>

Job Description

Position Title: Bus Driver
FLSA Status: Non-Exempt
Salary Grade, if non-union:
Pay Grade, if union:
Non-Union or Specific Collective Bargaining Agreement: AFSCME Bus Driver Union

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

This position exists to perform skilled work in the transporting students to and from public schools and/or extra curricular activities.

Essential Functions of this Job

Transports students to and from school, following a preplanned route according to a definite time schedule. Drives bus carefully and in compliance with traffic regulations and school board policy. Assumes responsibility for the safety of school children in loading, unloading, and transporting them to and from school and/or extra curricular activities. 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. Performs pre-trip inspections as required by DOE (Department of Education) and DOT (Department of Transportation) to include checking water, fuel, oil and mechanical condition before operating bus. Reports delays and accidents. Keeps operational records and makes reports. Reports defects or problems with vehicle to assigned service center. Assures bus meets regular maintenance inspection schedules.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Knowledge of traffic and highway safety rules and regulations. Knowledge of precautionary measures to

Position Title: Bus Driver

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. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Completion of high school or GED. Completion of first aid and defensive driving courses. Training on highway safety rules and regulations. Successful completion of the Department of Education's "Bus Driver Training Program". Appropriate State of Florida Driver's License. Completion of a performance test in school bus operation. Must pass an annual physical examination.

Work Context:

Requires mostly sitting, driving, and some standing, walking and moving about to coordinate work. Requires face-to-face discussions and contact with children, individuals and/or teams. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires work with both internal and external contacts, and with the public.

Physical Environment:

Requires working both indoors and outdoors. Requires exposure to outdoor elements, including weather changes, foliage, and insects. Requires sitting for the majority of the day, and the ability to frequently lift, carry, move and/or position objects weighing up to 20 pounds, and infrequently more than 20 pounds.

Local Code: 0193
EEO5: 52
Approval Date: 1993-06-22
Date Last Revised: 2013-12-02

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.