



City of St. Charles School District

ACTIVITY SCHOOL BUS DRIVER

Reports to:	Director of Transportation (or his/her designee)
Classification:	Classified
FLSA Status:	Non-Exempt
Terms of Employment:	180 days which includes 1 paid holiday according to Board Policy.
Evaluation:	Performance in this position will be evaluated regularly by the director and in accordance with Board Policy
Compensation:	Reviewed and established annually by the Board of Education

JOB SUMMARY:

School bus drivers shall transport students to and from school and school related functions in a safe and efficient manner. It is their responsibility to inspect and maintain the school bus to ensure proper operating condition.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Additional duties may be assigned.

- Maintains regular attendance.
- Be responsible for personal and district-owned equipment.
- Possess the ability to effectively communicate, verbally and in written form, with students, parents, administrators, staff, and the community as needed.
- Transport students of all ages to and from school and extra-curricular activities in a safe and timely manner.
- Manages student behavior and maintains discipline on the bus.
- Keep two-way radio on at all times that the bus is in operation.
- Conducts and logs pre-trip inspections to check for cleanliness, safety, proper mechanical functions and adequate fuel level.
- Conducts trip inspections after each run to check for vandalism, cleanliness, lost articles, and sleeping children.
- Maintains and tracks route data as mandated by school and state regulations.
- Reports mechanical problems to district mechanics.
- Maintains the confidentiality of students' discipline and medical records.
- Conducts safety drills with students as required by the State of Missouri.
- Interprets routes and maps and anticipates and reports road conditions and hazards.
- Attends monthly safety meetings and workshops.
- Comply with the Transportation Handbook and district policies and regulations related to the job.

- Keeps interior of the bus clean.
- Obeys all state and federal laws and regulations, including but not limited to those implicating safety, pertaining to the operation of a school bus
- Attends/Completes District PD and training.

DIRECTORY RESPONSIBILITIES:

Not Applicable.

QUALIFICATIONS AND REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or equivalent
- Annual [D.O.T. (Department of Transportation)] physical & dexterity Tests
- Current CDL and School Bus Operator’s Permit required for school bus driving responsibilities
- Ability to maintain positive interpersonal relationships
- Ability to sit, talk, hear, grasp, push, stand, walk, drive, reach with hands and arms, stoop, kneel, crouch, crawl, climb, balance and conduct repetitive wrist and/or hand movements

COMMUNICATION SKILLS:

- Ability to write reports consistent with the duties of this position.
- Ability to effectively present information and respond to questions from students, parents, administrators, staff, and the general public.

MATHEMATICAL SKILLS:

- Ability to add, subtract, divide, multiply, and divide in all units of measure consistent with the duties of this position.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations consistent with the duties of this position.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to interface effectively with other district personnel.

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

- Ability to accurately perform assigned tasks.
- Ability to perform duties in full compliance with district requirements and School Board Policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, climb, talk, hear, see, drive, reach with hands and arms, balance and conduct repetitive wrist and/or hand movements. While performing the duties of this job, the employee may frequently lift and/or move at least 25 pounds of materials (100 pounds when operating a wheelchair lift and assisting a special-needs student), etc. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate to loud.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

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SY 2013-2014
Revised SY 2017-2018
Revised SY 2022-2023