

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

BUS DRIVER

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Experience as a school bus driver or driver of other large vehicle, along with successful completion of the Bus Driver Training Course offered by the Seminole County Public School Transportation Services Department.
- Valid Florida Commercial Driver License Class B with Passenger and S Endorsements and verification of an acceptable driving record through the State Department of Motor Vehicles.
- Any of the following will render a candidate ineligible for employment:
 - Received a citation for driving under the influence, lifetime.
 - Falsified an accident report, lifetime.
 - Received a citation for passing a stopped school bus within last five (5) years.
 - At fault accident resulting in a fatality, lifetime.
 - *Loss of or suspension of driver's license for traffic related offenses/violations of F.S.S. 316 within last three (3) years or for multiple non-traffic related offenses.
 - More than six (6) points on license within the last three (3) years.
 - Reckless driving within the last five (5) years.
 - Railroad crossing offenses within the last five (5) years.
 - Leaving the scene of an accident within the last five (5) years.
 - Failure to report an accident within the last three (3) years.
 - Speeding in a school zone within the last five (5) years.
 - No more than two (2) moving violations including adjudication withheld, for moving violations within the last five (5) years.
 - Speeding in excess of sixteen (16) miles per hour over posted speed limit within the last five (5) years.

*This refers to loss or suspension of license for reasons related to traffic offenses to include but not be limited to failure to pay traffic fine, failure to attend driving school, failure to maintain vehicle registration, judgment reasons, an accident without auto liability insurance, or refusal to submit to a breath/blood/urine alcohol test.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of equipment and technology as related to specific job functions.
- Ability to meet the Florida Department of Education's Physical Examination for School Bus Driver (Form ESE 479).

SUPERVISION

REPORTS TO SUPERVISES Manager, Area Transportation
No supervisory duties

POSITION GOAL

To transport students to and from designated stops while maintaining a safe environment and in accordance with the policies of Seminole County Public Schools and the State Department of Education guidelines.

PERFORMANCE RESPONSIBILITIES

1. * Exercise maximum regard for the safety and welfare of all transported students while operating a school bus.
 2. * Work closely with Transportation Services and the school principals regarding hazards encountered on bus routes.
 3. * Inform Transportation Services regarding any suggested changes in route schedules or bus loads.
 4. * Assist other school bus drivers with their routes in cases of emergencies.
 5. * Obey all traffic laws.
 6. * Complete and submit to Transportation Services all required reports and information in accordance with the policy of The School Board of Seminole County and State Board Of Education Regulations.
 7. * Possess the physical and mental capability of operating all school buses assigned to the Transportation fleet.
 8. * Address and assist with student discipline problems, aided by the school administration and Transportation Services.
 9. * Facilitate a feeling of safety and security to transported students.
 10. * Manage students in a positive and effective way.
 11. * Comply with Florida State School Board Regulations and District School Board Policies pertaining to school bus driver certification and responsibility.
 12. * Wear approved uniform.
 13. * Attend assigned workshops and training programs.
 14. * Submit to Drug and/or Alcohol testing when required by School Board, State, and/or Federal policy.
 15. Perform other duties as assigned by the Director of Transportation Services or Designee.
- *Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

School Buses, Two-Way Radios, Fuel Pumps, Wheelchairs, Seatbelts, Safety Harnesses, Oxygen Tanks, Augmentative Devices, Walkers, Strollers

PHYSICAL REQUIREMENTS

Very Heavy Work Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

PHYSICAL ACTIVITIES

Sitting	Resting with the body supported by the buttocks or thighs.
Standing	Assuming an upright position on the feet particularly for sustained periods of time.
Walking	Moving about on foot to accomplish tasks, particularly for long distances.
Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
Balancing	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.
Bending	Lowering the body forward from the waist
Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Kneeling	Bending legs at knee to come to a rest on knee or knees.
Crouching	Bending the body downward and forward by bending leg and spine.
Crawling	Moving about on hands and knees or hands and feet.
Twisting	Moving body from the waist using a turning motion.
Reaching	Extending hand(s) and arm(s) in any direction.
Pushing	Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 100 pounds of force.
Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 100 pounds of force.
Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back exerting up to 100 pounds of force.
Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.

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Grasping	Applying pressure to an object with the fingers and palm.
Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.
Repetitive Motion	Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity	The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors / Outdoors	The worker is subject to both environmental conditions. Activities occur inside and outside.
Heat	The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
Noise	The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
Vibration	The worker is subject to vibration. There is exposure to oscillating movement of the extremities of the whole body.
Atmospheric Conditions	The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory system or the skin, fumes, odors, mists, gases or poor ventilation.

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
B-01 \$18,520 - \$32,888
M-10 D-186 H-1488
Job Code 1917
B-02 \$16,205 - \$28,777
M-10 D-186 H-1302
Job Code 1918
B-03 \$13,890 - \$24,666
M-10 D-186 H-1116
Job Code 1919

POSITION CODES

PeopleSoft Position TBA
Personnel Category 18
EEO-5 Line 52
Function 7800
Survey Code 78030

FLSA

Applicable
 Not applicable

Previous Board Approval

ADA Information Provided by Ken Lewis (update 5/20/08)
Position Description Prepared by Ken Lewis

BOARD APPROVED

September 27, 2011
November 21, 2006
October 11, 2005
November 19, 1996