TUSCOLA INTERMEDIATE SCHOOL DISTRICT Position Description

Position Title:	Bus Driver	
Department:	Transportation	
Reports To:	Operations Manager	
Prepared By:	Robert Osborn	Approved by Superintendent: 9/8/97
Revised By:	Scott Richards	Approved by Superintendent: 2/2019
Position Description Revised:		Date(s): 1/11/00, 4/23/01, 11/2014, 2/2019

SUMMARY:

Drives bus to transport students over specified routes according to time schedule. Complies with traffic regulations. When not driving, provides supervision, aid, and assistance to students when they are being transported on a school vehicle.

This is a TIPPA position with hourly rate and benefits as per the contract between TIPPA and the TISD Board of Education. This person works up to 8 hours a day; up to 230 days a year. Classification: Bus Driver.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Drives a school bus safely and professionally
- Is directly responsible for the safety and well-being of others on the school bus
- Performs and properly completes pre-trip inspections
- Complies with all traffic ordinances
- Complies with policies set forth in the School Code for Transportation, TISD Board of Education, and Transportation Handbooks
- Participates in on-site training
- Shows proficiency in handling and maneuvering school bus
- Aids students to properly enter and exit a school vehicle and destination
- Assists with properly securing assistive devices such as wheelchairs and safety restraints
- Aids and assists students with any special needs, i.e., illness, personal care, etc.
- Documents injury, illness, and seizure activity
- Locates and properly operates all emergency equipment on the school vehicle
- Maintains thorough knowledge of students with BIPs and medical plans and properly implements them
- Maintains good interpersonal relationships with all staff, students, and parents
- Maintains confidentiality
- Assists with medical emergencies as directed by nurse, driver, teacher, or supervisor

SUPERVISORY RESPONSIBILITIES:

None.

QUALIFICATION 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 general education degree (GED). Must meet current State guidelines regarding their driving record and be able to pass physical, including drug test. Must be at least 18 years of age and have no suspension or revocation of driver's license. No citations for drugs or alcohol violations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must be able to obtain a Commercial Driver's License with required endorsements. Must pass State Skill Test and State Written Test. Must successfully complete the State of Michigan Beginning School Bus Driver Program and the required continuing education programs.

LANGUAGE SKILLS:
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to speak effectively and present information in one-on-one and small group situations to parents, other employees, and/or students.

MATHEMATICAL SKILLS:
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to calculate figures and amounts such as discounts, interests, and percentages.

REASONING ABILITY:
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:
Ability to work in a friendly manner with co-workers and students. Ability to read and understand maps. Ability to pass Department of Transportation physical and MDE Basic Training Program. Ability to perform duties with awareness of all district requirements and Board of Education 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 continuously required to sit and occasionally required to walk or stand. The employee will frequently bend or twist at the neck or trunk while performing the duties of this job. The employee frequently repeats the same hand, arm or finger motion many times. The employee is continuously driving on the job. The employee must occasionally lift items up to 75 pounds such as assisting with the lifting/carrying of students. The employee must occasionally push/pull items over 90 pounds such as students in wheelchairs. Specific vision abilities required by this job include close vision, depth perception, and peripheral vision.

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.

While performing the duties of this job, the employee occasionally works in temperatures above 100 degrees and below 32 degrees, and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The noise level in the work environment is occasionally loud.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

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 for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.