



# Loudoun County Public Schools

## HUMAN RESOURCES AND TALENT DEVELOPMENT

### JOB CLASS SPECIFICATION

Certified: 2/15/2024

## Bus Driver

Pay Scale: B

Level: 8

FLSA Status: Non-Exempt

Job Family: Transportation

Primary Location: Transportation

### Department Overview

The Department of Support Services supports the learning environment by providing high-quality, safe, comfortable, well-maintained educational facilities and grounds, and safe student transportation. Providing timely, responsive, effective, and professional support to our students, teachers, staff, and community is our department's goal and one of our core values. The department includes the following teams: Construction Services, Environmental Health and Safety, Facilities Operations, Management and Coordination, Planning and GIS Services, Sustainability, and Transportation.

### Job Overview

This position is responsible for safely transporting students to and from school, performing daily pre-trip inspection and safety checks, following an assigned route and schedule, maintaining vehicle cleanliness, and enforcing safety rules on an as needed basis. This position follows specific instructions and procedures and nonstandard situations or problems are referred to Lead Bus Driver or Area Supervisor. This employee receives on-the-job training in the basics of safely operating the bus and student management. This position requires work to be performed in the morning and afternoon.

### Roles and Responsibilities

*The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.*

- Provides safe transportation of students, maintains effective control of students, and assists bus attendant in boarding. Driver does not leave the seat
- Performs daily pre-trip inspection and safety checks of bus and reports any defective equipment
- Fuels bus following all established safety procedures
- Adapts driving methods to weather and road conditions
- Recommends route changes as needed
- Performs basic First Aid and CPR procedures as required
- Manages students in case of an emergency evacuation
- Completes daily pre-trip and post-trip reports
- Completes other reports as required by Transportation Operations
- Converses with students, staff, the general public, parents and caregivers of students regarding proper safety procedures, transportation updates and any related concerns
- Completes bus incident reports as necessary and completes daily and monthly operations report

## **Qualifications**

*Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.*

### **Education**

### **Experience**

Four (4) years of driving experience, minimum age of twenty (20)

### **Licenses and Certifications**

Ability to obtain and maintain a Commercial Driver's License with school bus endorsement

In the state of Virginia (VA Code Section 46.2-341.4), and specifically when referencing the commercial driver's license (CDL), an "employee" is defined as:

- a payroll employee
- a person employed under a lease or contract or,
- a person who has applied for employment and whose employment is contingent upon obtaining a CDL.

National Safety Council First Aid and CPR Certifications (provided during training)

### **Knowledge, Skills and Abilities**

- Completion of school bus driver training requirements of Loudoun County and Commonwealth of Virginia
- Controlled substance testing, annual physical examinations, and random tests for use of controlled substances and alcohol, as prescribed by the Federal Motor Carrier Safety Administration (FMCSA), Virginia Board of Education, and Loudoun County Public Schools are a condition of continued employment
- Knowledge of traffic and highway safety rules and regulations, local street and road system, and basic mechanical principles of motor vehicle operations (provided during training)
- Advanced level of verbal and written fluency in English and communicates effectively with students, staff, and parents; carries out written and oral instructions
- Ability to operate a two-way radio
- Maintain all required training and certifications during the course of employment with LCPS as a Bus Driver
- In accordance with 49 CFR § 391.11(b)(2), the successful candidate must demonstrate the ability to read and speak the English language sufficiently to converse with the general public, to understand highway traffic signs and signals in the English language, to respond to official inquiries, and to make entries on reports and records
- A satisfactory pre-employment physical examination, controlled substance testing, and a completed physician's certificate (School Bus Driver's Application for Physician Certificate, form EB.001) are required under the provisions of Section 22.1-178 of the Code of Virginia and Regulations of the Virginia Board of Education and Federal Motor Carrier Safety Administration (FMCSA)
- Under the provision of Section 22.1-178 of the Code of Virginia and Regulations of the Virginia Board of Education, furnish a statement or copy of records from the Department of Motor Vehicles showing that, within the preceding five years, that there are you have not been convicted of a charge of driving under the influence of intoxicating liquors or drugs, convicted of a charge of refusing to take a blood or breath test, convicted of a felony, or assigned to any alcohol safety action program or driver alcohol rehabilitation program pursuant to § 18.2-271.1 of the Code of Virginia and/or, within the preceding 12 months, have not been convicted of two or more moving traffic violations or have not been required to attend a driver improvement clinic by the Commissioner of the Department of Motor Vehicles pursuant to § 46.2-498 of the Code of Virginia
- Ability to utilize technology, including a tablet for navigation, for supporting transportation operations
- Ability to operate a vehicle safely and to drive defensively
- Ability to recognize and report vehicle malfunctions
- Ability to maintain student discipline

Loudoun County Public Schools

- Ability to use initiative, make timely and accurate decisions, adapt to change, and work with minimal supervision
- Ability to use good judgment and common sense and react well to emergency situations
- Ability to recognize medical problems and take appropriate action to ensure student safety

**Physical Requirements**

*The following provides a brief description of physical requirements for this position:*

|                                                          | <b>Rare</b> | <b>Occasional</b> | <b>Frequent</b> | <b>Regular</b> |
|----------------------------------------------------------|-------------|-------------------|-----------------|----------------|
| Lift or move 26-50 pounds                                |             |                   | X               |                |
| Lift or move more than 50 pounds                         |             | X                 |                 |                |
| Climb/Descend (ladders, scaffolding, ramps, poles, etc.) |             |                   | X               |                |
| Balance                                                  |             |                   | X               |                |
| Stoop                                                    |             |                   | X               |                |
| Kneel                                                    |             |                   | X               |                |
| Crouch/ Squat                                            |             |                   | X               |                |
| Crawl                                                    | X           |                   |                 |                |
| Reach                                                    |             |                   |                 | X              |
| Stand                                                    |             |                   | X               |                |
| Sit                                                      |             |                   |                 | X              |
| Walk                                                     |             |                   | X               |                |
| Push                                                     |             |                   | X               |                |
| Pull                                                     |             |                   | X               |                |
| Bend/turn/twist head or neck                             |             |                   |                 | X              |
| Bend/turn/ twist waist                                   |             |                   |                 | X              |
| Manipulate (pick, pinch, etc. with fingers)              |             |                   | X               |                |
| Grasp                                                    |             |                   | X               |                |
| Feel                                                     |             |                   |                 | X              |
| Talk                                                     |             |                   |                 | X              |
| Hear                                                     |             |                   |                 | X              |
| See                                                      |             |                   |                 | X              |
| Remain stationary                                        |             |                   |                 | X              |
| Travel by foot                                           |             |                   | X               |                |
| Travel by transport                                      |             |                   |                 | X              |
| Repeat hand/arm, wrist/finger motion                     |             |                   |                 | X              |
| Repeat leg/ foot/ toe/ ankle motion                      |             |                   |                 | X              |
| Operate machines and/or power tools                      |             |                   |                 | X              |
| Operate motor vehicle                                    |             |                   |                 | X              |
| Operate heavy equipment                                  |             |                   |                 | X              |
| Wear protective equipment                                |             | X                 |                 |                |

## Loudoun County Public Schools

|                                                                                         | Rare | Occasional | Frequent | Regular |
|-----------------------------------------------------------------------------------------|------|------------|----------|---------|
| Confined/ small space                                                                   |      |            |          | X       |
| Extreme heat                                                                            |      | X          |          |         |
| Extreme cold                                                                            |      | X          |          |         |
| Inclement weather                                                                       |      |            | X        |         |
| Intense noise                                                                           |      |            | X        |         |
| Electrical currents                                                                     | X    |            |          |         |
| Moving mechanical parts                                                                 |      |            | X        |         |
| Vibration                                                                               |      |            | X        |         |
| Fumes, odors, dust, gas                                                                 |      |            | X        |         |
| Chemicals, bodily fluids, infectious diseases                                           |      |            | X        |         |
| Inadequate lighting                                                                     | X    |            |          |         |
| Heights                                                                                 | X    |            |          |         |
| Challenging physical interactions (biting, hitting, throwing objects, encroaching, etc) |      | X          |          |         |
| Challenging verbal interactions (offensive language, shouting, threats, etc)            |      | X          |          |         |

### Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

### ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without accommodation.