



JOB DESCRIPTION

POSITION TITLE: School Bus Driver	
REPORTS TO: Director of Transportation	SALARY: Treutlen County Salary Scale
FLSA:	WORK DAYS: 180 Days (less furloughs)
JOB GOAL: Provides for the safe operation of the assigned bus and controls of the passengers while transporting to and from their assigned education center or school-related function.	

REQUIREMENTS:

1. Certification/Licensing: CDL Driver's License
2. Proficiency Skills: Written and oral communication skills, student management, supervisory skills, and interpersonal skills.
3. Personal Skills: Pleasant personality, cooperative attitude, physical skills and stamina to perform essential duties

The Board and Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Complies with school, system, state and federal regulations and policies, including the PSC Code of Ethics, as related to job requirements.
2. Performs pre- and post-trip inspections of bus as required by department regulations.
3. Fuels the assigned bus as needed.
4. Acts in a professional manner and maintains a professional attitude towards the public and colleagues and exhibits the fundamentals of good public/customer service.
5. Acts in a professional manner and maintains a professional attitude, following school and system policies in regard to students and records, when interacting with the public.
6. Participates in appropriate training, workshops and staff development activities and applies what is learned to the job; accepts new challenges in a professional manner.
7. Shows initiative and assumes responsibility for all aspects of job responsibilities; performs routine duties and tasks with little or no direct supervision.
8. Drives bus over designated route according to time schedule when transporting students to and from school.
9. Maintains confidentiality of sensitive information and material.
10. Maintains a professional appearance as appropriate for job responsibilities.
11. Attends all bus driver safety meetings and bus driver training sessions.
12. Operates school bus in accordance with the laws of Georgia and in accordance with the local policies of the Treutlen County School System.
13. Abides by procedures and policies regarding the safe and orderly operation of the bus including pick up and drop off procedures and loading and unloading procedures.
14. Conducts emergency evacuation drills as required.
15. Reports delays or accidents to the transportation director in a timely manner.
16. Maintains appropriate student discipline on the bus and refers serious infractions to appropriate administrator.
17. Maintains a pattern of prompt and regular attendance.
18. Follows chain of command.
19. Performs all other duties as assigned.