

KLAMATH COUNTY SCHOOL DISTRICT JOB DESCRIPTION

TITLE:	Bus Driver		
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening.	REPORTS TO:	Transportation Supervisor
EDUCATION:	High School Diploma or GED Equivalent	FLSA Status:	Non-Exempt
LENGTH OF WORK YEAR:	178 Days		
EVALUATION:	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.		
GENERAL JOB DESCRIPTION:	<p>Have the ability to operate a large school bus in a safe and lawful manner during varying weather, road and traffic conditions; and to recognize when conditions are unsafe for bus operation.</p> <p>Have the ability to learn specific bus routes, complete scheduled routes in a timely manner, and adjust to periodic changes in schedules and routes.</p> <p>Maintain safe and appropriate atmosphere among students while they are being transported and communicate discipline issues to appropriate administrators.</p> <p>Recognize potential mechanical and safety equipment problems and report as designated.</p> <p>Maintain a safe driving record and appropriate licensure and certification.</p> <p>Conduct vehicle pre and post trip inspections as prescribed by law.</p> <p>This position is considered a safety sensitive position.</p>		

ESSENTIAL JOB RESPONSIBILITIES (Not Necessarily Limited To)

1. Operate a school bus, observing all laws, rules and regulations.
2. Drive a school bus on an assigned route in all weather conditions; communicating with dispatcher en route as necessary.
3. Loading and unloading students at specific stops on an established time schedule.
4. Non-driving duties includes assisting with bus route reviews, student list and other duties directed by the supervisor to include fueling and vehicle cleaning.
5. Provide students a safe and nurturing environment on the bus.
6. Report deficiencies in equipment to the proper authorities immediately.
7. Report complaints regarding transportation problems that he/she cannot handle to the proper authorities.
8. Complete forms and reports as assigned, i.e., driving hours, student counts, bus stop times, trip sheets and mileage reports.
9. Have knowledge of proper procedures to follow in case of an accident or emergency.
10. Maintain discipline on the bus and report discipline problems to appropriate staff; attending student-parent meetings regarding school bus discipline problems, as required.
11. Possess a school bus driver's certificate, maintain a good driving record, possess a current First Aid/CPR card and notify the Transportation Supervisor within 24 hours if you receive a citation.
12. Complete and maintain the required classroom hours and the behind-the-wheel training as mandated by the Oregon Department of Education.
13. To be fingerprinted under legislation as deemed by the State of Oregon.
14. Maintain regular and consistent attendance and punctuality.
15. Perform drug and alcohol testing as described under the U.S. Department of Transportation guidelines.
16. Perform other tasks as assigned by the Transportation Supervisor.

PHYSICAL REQUIREMENTS (Mark appropriate box)

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.			✓		
11-20 lbs.			✓		

21-50 lbs.			✓		
51-75 lbs.		✓			
76-100 lbs.	✓				
> 100 lbs.	✓				
Maximum amount lifted by worker without assistance: Not more than 75 lbs.					
If required, lifts over <u>75</u> lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.			✓		
11-20 lbs.			✓		
21-50 lbs.			✓		
51-75 lbs.		✓			
76-100 lbs.	✓				
> 100 lbs.	✓				
Maximum amount carried by worker without assistance: Not more than 75 lbs.					
If required, carrying over <u>75</u> lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				✓	
11-20 lbs.			✓		
21-50 lbs.		✓			
51-75 lbs.		✓			
76-100 lbs.	✓				
> 100 lbs.	✓				
Maximum weight of object pushed/pulled by worker: Not more than 125 lbs.					
Distance: <u>30 feet</u> Type of Surface: (i.e. level, carpet, tile): any					

ENVIRONMENT (WORK CONDITIONS)*
Works Inside <u>75</u> % of the time / Works Outside <u>25</u> % of the time.
Temperature Extremes: Yes
Works on or around moving machinery or mechanical parts: Yes
*Varies by location and season of the year

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OTHER PHYSICAL DEMANDS					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop			✓		
Twist				✓	
Crouch/Squat			✓		
Kneel		✓			
Crawl		✓			
Walk-Level Surface		✓	✓		
Walk-Uneven Surface			✓		
Climb Steps		✓			
Climb Ladder		✓			
Work at Heights	✓				
Reach at or Above Shoulder		✓			
Reach Below Shoulder			✓		
Use of Arms					✓
Use of Wrists					✓

Use of Hands						✓
Grasping/Squeezing						✓
Operate Foot Controls						✓

ENDURANCE							
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%	Total Hours At One Time	Total Hours In A Work Day
Sitting					✓		
Standing			✓				
Walking			✓				
Change Positions			✓				

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description and attest to my ability to perform the essential functions of the position:

_____ Employee Signature _____ Date _____
 Print Employee Name

Employer Representative (Immediate Supervisor):

_____ Title _____ Signature _____ Date _____
 Print Name

Prepared by: _____ Date: _____
 Director of Human Resources

In the event of an on the job injury:

For physician to complete:

Is this job appropriate? Yes No Date of Release: _____

If not released to regular work at this time, please provide an "ANTICIPATED" DATE: _____

_____ Date _____
 Physician's Signature