

NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

TITLE: **BUS DRIVER**

QUALIFICATIONS:

1. High School diploma or GED.
2. The minimum requirements for a driver's license is a valid New Jersey Class B commercial driver license with passenger, school bus and air brake endorsements.
3. Must have a validated medical certificate.
4. Required criminal history background check and proof of US citizenship or legal resident alien status
5. Must have the ability to drive school buses with capacities up to 54 passengers. These vehicles may be equipped with air brakes, wheelchair lifts and wheel chair tie downs.
6. Must have the ability to read and write English.
7. Must be able to squat, reach and fasten and secure the wheelchairs into the restraints equipped on the vehicles using the appropriate securement tie-down system.
8. Must have the physical ability to enter and exit the vehicle, operate and exit the emergency door safely; sit, slide and climb stairs and sit for extended periods of time.
9. Must have the ability to lift a forty (40) pound student and place them into and out of a child seat. Must be able to install and remove a child safety seat according to guidelines.
10. Must have the ability to maintain a positive environment on the school vehicle. Must have the ability to maintain passenger discipline to ensure their safety and well-being and protect against vandalism.
11. Must have the physical able to exit the emergency door safely.
12. Must have the ability to drive in inclement weather when school is in session.

REPORTS TO: Business Administrator/BOE Secretary

JOB GOAL:

To provide safe transportation for students to and from school and school related activities.

ESSENTIAL JOB FUNCTIONS:

1. Shall comply with and enforce all rules and regulations of the NJ Department of Education, NJ Motor Vehicle Commission and the Northern Highlands Board of Education.
2. Shall maintain a valid NJ Commercial driver license, DOT CDL, physical and fingerprinting as required as required by NJ law. Copies of all forms and information must be submitted to the transportation office.
3. Perform a thorough pre-trip inspection of the school vehicle and its equipment before starting out on each run as required by NJ State law. The pre-trip inspection is to be recorded on the appropriate forms or electronically. This includes a radio check prior to leaving the yard.
4. Shall cooperate with the Business Administrator, district and school administration in the interest of the school district.
5. Immediately notify (confirm in writing if notification is verbal) any mechanical problems at the completion of your run as required by NJ State law.
6. Load and unload students in the safest manner.
7. Maintain discipline on the school bus at all times. All children are to be seated when the vehicle is moving. Report disruptive students to administration.
8. Drivers must walk to the back of the bus at the end of each run to check for students and for student's personal items that may be left on the vehicle prior to leave the vehicle.
9. Assist in any way possible for the safe and efficient transportation of students for school and after school functions.
10. Perform and participate in bus emergency evacuation drills in accordance with board policy, and instruct passengers regarding safety regulations and other bus rules.
11. Report to the supervisor immediately before moving the vehicle when the vehicle is involved in an accident regardless of the severity of the accident. The driver shall not leave the scene of the accident without permission from the police or the Business Administrator.

12. Maintain a safe and clean vehicle interior.
13. Notify the transportation office immediately of any incidents on the school bus that result in injuries, confrontations and parent issues.
14. Attend training when directed by the Business Administrator.
15. Must be clean and neat in appearance at all times.
16. Drivers are to wear their seat belt at all times while driving or as a passenger in any District vehicle.
17. Drivers are prohibited from using cell phones any time while driving.
18. Drivers are requires to be on the bus when students are present.
19. Perform any other tasks assigned by the Business Administrator or school building administration.

**TERMS OF
EMPLOYMENT:**

Salary and work year to be determined by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with state law and provisions of the board's policy on evaluation of non-certified staff.

BOE APPROVED: 10/2/17
2nd Reading: 10/16/17