



## OAK HILL UNION LOCAL SCHOOLS BOARD OF EDUCATION BUS DRIVER JOB DESCRIPTION

<b>Position:</b>	<b>Bus Driver</b>
<b>Department:</b>	Transportation
<b>Building/Facility:</b>	School-Wide
<b>Reports:</b>	Transportation Supervisor
<b>Employee Status:</b>	Full-time
<b>FLSA:</b>	Non-exempt
<b>Description:</b>	Provide safe transportation for pupils
<b>Role Model:</b>	To serve as a role model for students in how to conduct themselves as citizens and responsible intelligent human beings and the legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values

4008. **Bus Drivers.** The school bus driver today must not only possess good driving skills, but also have the ability to get along with and manage children. The Oak Hill Union Local School District recognized that in no other position in the system is one person more directly responsible for the lives of our children. Because of this great responsibility, it is imperative that high quality individuals that aspire to be bus drivers understand and practice, to the letter, rules and regulations that are presented by the State Code, State Department of Education, and the Local School Boards.

### **Qualifications for Bus Drivers:**

State Law: RC 3327.10: Qualifications include two years driving abstract of the applicant's driving record updated annually, holding a school bus operator's license, completion of pre-service and in-service training, the ability to handle handicapped pupils, ability to cope with stressful situations, a negative drug test and a report of the state bureau of criminal investigation.

- Must be at least eighteen (18) years of age
- Must possess a valid "CDL License" with *Passenger Endorsement or be willing to attend training to acquire CDL with Passenger Endorsement*
- All drivers, both substitute and regular, must conform to all requirements of the state code, State Department of Education, and local board policies
- Drivers must be in good physical health and pass a yearly physical as described by the laws of the state of Ohio
- Must be of good moral character and demonstrate the ability to operate and maintain a safe vehicle

### **Essential Functions and Responsibilities of Bus Drivers:**

- Is responsible for making a safety check of the vehicle daily. Items checked will conform to pre-trip inspection set for by the State.
- Is responsible for reporting needed repairs to the transportation supervisor and/or mechanic as soon as possible.
- Is responsible for delivering the bus to and returning it from the bus garage for regularly scheduled services or needed repairs unless otherwise approved by the transportation supervisor.
- Is responsible for keeping the vehicle clean, both inside and out. Sweep daily – thoroughly clean inside and outside of bus weekly.
- Are to maintain schedules and lists of their bus passengers and to file copies in the school office.

- In dealing with passenger behavior, the bus driver must use good judgment, and rarely, if ever, use physical force. Any use of physical force must be justifiable, and within the guidelines of the Ohio Revised Code 3319.41 which reads in part “School bus drivers may also, within the scope of their employment, use and apply such an amount of force and restraint as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil for the purpose of self defense, or for the protection of persons or property.” However, “A driver of a school bus may not inflict corporal punishment upon a student passenger being transported to and from school.” (OAG 68-161)
- Will attend student disciplinary hearings at the request of the building principal when such a hearing may lead to the loss of student privileges – generally, school bus probation or school bus suspension.
- Will take all safety precautions in loading and unloading passengers and is responsible for the safety of the student passengers until they have reached a place of safety on their (passenger) side of the road.
- Will assign seats on the bus and will post in the front of the bus a seating chart along with bus rules and time schedule and maintain a copy of the seating chart, bus rules and time schedule in their possession.
- Will run routes as they are established by the transportation supervisor and will adhere to time schedules as closely as possible. Any changes in route or schedules must be confirmed with the transportation supervisor. **Drivers will comply with any reasonable request for route and schedule changes by the transportation supervisor.**
- Will report any accident involving the school bus to the police agency in jurisdiction, the transportation supervisor, and the supervisor shall notify the superintendent of schools.
- Is required to complete correctly, neatly, and promptly, all transportation forms and reports.
- Are required to attend all bus driver meetings unless excused by the transportation supervisor or local superintendent.
- Is given authority to omit any portion of the regular route that he/she judges hazardous. It is the responsibility of the driver to contact the families of such omitted portions of route and the transportation supervisor as soon as possible.
- Are to follow the directions given for evacuation drills and are to conduct such drills twice annually with the assistance of the transportation supervisor
- Will familiarize themselves with the Oak Hill Union Local Board Policy as well as the Ohio Pupil Transportation Rules, Laws and Regulations and follow these to the letter
- Bus drivers will know and strictly obey all traffic laws
- Other duties as assigned by the transportation and/or supervisor
- The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district

**Oak Hill Union Local School District**

**Board of Education**

**Adoption date: 4/22/2003**

**Revision: 7/25/2018**



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## **OAK HILL UNION LOCAL SCHOOLS BOARD OF EDUCATION BUS DRIVER JOB DESCRIPTION**

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the duties required by the employee's supervisor, appointing authority.

\_\_\_\_\_  
Superintendent or Designee

\_\_\_\_\_  
Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware the requirements of my position. I further certify that I have reviewed most current copy of the Oak Hill Union Local Board of Education Policy Manual.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date