

# GRANT PARISH SCHOOL BOARD

## Job Description

**TITLE:** *Bus Operator*

**QUALIFICATIONS:** Louisiana commercial operator's license (CDL), which includes a Passenger (P) and School Bus (S) endorsement; air brake endorsement; pass annual physical and eye examination that is performed by a Federal Motor Carrier Safety Administrator (FMCSA)-approved examiner and that otherwise meets current CDL requirements; pass pre-employment and random drug screenings

**REPORTS TO:** School Principal/Transportation Manager

**SUPERVISES:** Assigned students

**ACCOUNTABILITY:** Performance evaluation annually

**SALARY:** Bus Operator Salary Schedule

**TERMS OF EMPLOYMENT:** 9 - Month

**JOB GOAL:** To transport students between a designated location and the schools and/or to special destinations safely and promptly. Responsible for daily safety inspection and care of the vehicle operated.

### **PERFORMANCE RESPONSIBILITIES:**

- Safely transports students to and from school on schedule.
- Submit all reports and records in a timely manner as required.
- Conducts daily pre-trip inspections on all items listed on pre-trip forms.
- Observes all traffic laws and regulations as mandated by the local school board, city or town, state or federal governments.
- Promptly reports severe discipline problems that occur on the bus to the principal or his/her designee.
- Takes every precaution to afford maximum protection to the students being transported.
- Attends all meetings as requested by the transportation manager or other school officials.
- Is responsible for obtaining a substitute bus driver as needed from the approved substitute list and notifying administration.
- Checks the bus for students accidentally left on board the bus at the conclusion of all routes.

- Submits to Drug and Alcohol Testing as required by Board Policy and Federal Law.
- Submits annually to FMCSA (Federal Motor Carrier Safety Association) Drug and Alcohol Clearinghouse employer inquiry.
- Promptly reports damage and/or needed repairs of equipment to the transportation manager or bus shop foreman.
- Drives bus for any repairs as needed upon request by transportation manager or principal, his/her designee or bus shop foreman.
- Is responsible for following all bus maintenance schedules as required by the transportation manager.
- Accepts and runs additional routes as directed by the school administration and/or the Transportation Department.
- Maintains good public relations with students, parents and school administrators. The operator is directed to avoid parent conferences or confrontations while on the route. An alternative is to arrange for a later meeting or phone call.
- Demonstrates a thorough knowledge of and conformity with state and local traffic laws and local governing motor vehicle operations.
- Supports the bus attendant in carrying out his/her duties (if applicable).

#### **PROFESSIONAL RESPONSIBILITIES:**

- Engage in self-reflection and growth opportunities to support high levels of learning for all students.
- Collaborate and communicate effectively with families, colleagues, and the community to promote students' academic achievement and to accomplish the school's mission.
- Maintain professional personal appearance and demonstrate respect for colleagues.
- Attend work regularly; report to work on time; and provide advance notice of need for absence.
- Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
- Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
- Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
- Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
- Attend meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
- Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
- Communicate appropriately and work effectively with all populations.
- Remain open to suggestions and innovative ideas; receive and apply feedback.

- Demonstrate competence in areas of responsibility.
- Accept change and responsibilities in a positive manner.
- Verbally supportive of school, department, and district policy.
- Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
- Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

*While the operation of the Grant Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain actions or behaviors must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.*

**I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.**

Employee Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date