



Little Rock School District

JOB DESCRIPTION

Position Title: Bus Driver

Prepared Date: 01/27/2022

JOB GOAL:

To enable each student, through safe and efficient transportation, to take full advantage of the complete range of curricular and extracurricular activities offered by the district's schools.

TERMS OF EMPLOYMENT:

Nine 9 month (178 days) contract, Pay 502 Grade 07, plus benefit package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

QUALIFICATIONS:

1. High school diploma or general education degree (GED);
2. At least 21 years of age with good driving record with no "at fault" accidents or moving violations in the past three years.
3. Good physical and mental health.
4. Must have First Aid Certification or be willing to be trained.
5. Demonstrated aptitude or competence for effective student control.
6. Ability to work effectively and cooperatively with the public, the bus Aide/Monitor, and with other staff members.
7. Neat and clean in appearance and personal habits.
8. Ability to effectively care for assigned equipment.
9. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Completes required training and testing for school bus driver and aides.
2. Performs assigned duties in a safe and efficient manner, observing all legal requirements and safe operating procedures.
3. Follows all written and oral instructions and route sheets, as published.



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4. Obeys all written policies and directives promulgated by the school district.
5. Follows all instructions, both written and oral, regarding proper vehicle maintenance and upkeep.
6. Reports for drug/alcohol testing, as required.
7. Reports undisciplined students to the proper authority and maintains discipline when students are on the bus.
8. Assists in loading, securing, and unloading of wheel chair and physically disabled students.
9. Assists in emergency evacuation.
10. Maintains student control and discipline.
11. Keeps a daily log of student behavior and actual pick-up and drop-off times.
12. Follows Dispatcher's and Supervisor's directions.
13. Keeps inside of bus clean and orderly.
14. Must maintain current CDL at all times.
15. Must maintain current DOT physical.
16. Performs other related duties as assigned by the supervisor, Coordinator, or the Director.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, and use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.