

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: School Bus Driver

JOB CODE: 5501

DEPARTMENT: Transportation

PAY GRADE: 01, U3

DATE: 3/09/99

BASIC OBJECTIVES

Operates a school bus within a designated area to transport students from their assigned stop to a public school and back. The work is performed under the general supervision of a Field Operations Specialist, though the employee is expected to exercise independent judgment and initiative to ensure the safe and efficient operation of the school bus.

JOB TASKS/RESPONSIBILITIES

1. Operates a school bus to transport students following established routes to pick-up and drop-off students at designated locations. Transports students from public schools to various locations for special instructional programs, activities and field trips.
2. Enforces passenger safety rules and otherwise ensure the safety of passengers while bus is in operation.
3. Observes all applicable city, county, and state traffic regulations.
4. Makes every reasonable effort to ensure that traffic is stopped while students are boarding or departing the school bus.
5. Supervises the seating of students, maintains order during the trip and resolves conduct problems that may arise while the school bus is in operation.
6. Cleans the school bus and checks tires, fuel and general condition of the vehicle on a daily basis. Reports all defects in the condition of the school bus to Vehicle Maintenance for repair by completing Driver's Request for Repair (DRR).
7. Prepares statistical and disciplinary reports, as required.
8. Attends and participates in training classes and seminars and maintains preparedness to successfully pass, at any time, a reasonable examination concerning traffic laws, state and local transportation rules, and driving skills, as required by state board rule.

9. Provides direction to assigned Bus Aides, as necessary.
10. Performs related work as required.

PHYSICAL REQUIREMENTS

This is light work which requires the following physical activities: sitting, standing, walking, climbing, twisting, reaching, grasping, talking, hearing and visual acuity. Heavy lifting, pushing and pulling may occasionally be required. Work is performed indoors and outdoors and worker is subject to noise, heat, fumes and vibration.

MINIMUM QUALIFICATIONS REQUIREMENTS

1. Must hold a valid Florida Commercial Driver's License, have a minimum of five (5) years licensed driving experience, and have an excellent driving record.
2. Must be able to pass the examinations and tests required by the State of Florida to obtain a Class B Commercial Driver's License with a Passenger Transport Endorsement, without air brake restriction.
3. Must have an acceptable background check.
4. Must be able to pass a prescribed reflex test, physical examination, and drug test. Must be able to deal with stressful situations on a frequent basis.
5. Must have completed eighth grade and have a demonstrated ability to read, write, and understand written instructions in English. High school diploma or GED preferred.
6. Must be able to pass the Basic School Bus Driver Training Course given by the Miami-Dade County Public Schools Department of Transportation in accordance with Rule 6A-3.0141 of the State of Florida Board of Education.
7. Good knowledge of county geography.

Note: This is an Omnibus Transportation Employees Testing Act (OTETA) monitored position. Employees with this job description may be required to drive or road test a motor vehicle weighing over 26,000 pounds, transport 16 or more persons, or carry hazardous materials.