VOLUSIA COUNTY SCHOOLS
Position Description

BUS OPERATOR
(STUDENT TRANSPORTATION SERVICES)

REQUIRED QUALIFICATIONS
• High School diploma, G.E.D. or equivalent, or demonstrate ability to read and write at a functional level by successful completion of Volusia County Schools Level 1 skills assessment
• Five (5) years licensed driving experience
• Hold and maintain a Florida Department of Education Certificate for basic school bus driver
• Valid Commercial Driver License (CDL) Class B or above with passenger (P) and school (S) endorsement with five (5) years experience commercial driving
• Acceptable Motor Vehicle Record
• Annual medical examiner’s certificate
• Must be able to operate school board vehicles in accordance with operational procedures and School Board Policy 505 and maintain these requirements
• Willingness to work flexible hours (which may include holidays, weekends, nights, or during emergencies/ evacuations)

REQUIRED SKILLS
• Ability to use electronic and safety equipment
• Ability to operate a school bus in accordance with procedures and technical skills required
• Ability to work with culturally diverse groups
• Ability to load and unload students at authorized/ assigned bus stops
• Ability to make daily pre and post inspections of the bus as required
• Ability to supervise students, with respect for the students and parents
• Must maintain confidentiality regarding employees, students and student records
• Ability to monitor student behavior when in your care
• Ability to handle and use cleaning products when necessary
• Ability to keep bus in orderly and clean fashion
• Ability to clean up body fluids, vomit, blood, urine, feces, etc. when necessary
• Ability to handle and dispose of trash
• Ability to load and unload, and secure wheelchairs and other specialized equipment when necessary
• Basic office skills for data entry, report creation, archival and retrieval of reports
• Demonstrate ability in planning, organization, task completion and decision-making
• Ability to prepare written reports when required
• Ability to project a positive image
• Must be able to accept direction and responsibility
• Ability to successfully pass an examination concerning traffic law, state and local transportation rules and driving skills
• Ability to perform tasks with little or no supervision
• Ability to communicate effectively in both verbal and written form
• Willingness to attend related training programs/ competitions, local or state

REPORTS TO
Area Manager

SUPERVISES
Not Applicable

POSITION GOAL
To provide safe, efficient and effective transportation for students in support of instructional programs and activities of Volusia County Schools

PERFORMANCE RESPONSIBILITIES

1. *Represent Volusia County School Board (VCSB) and Student Transportation Services with a positive and professional service-oriented demeanor.
2. *Assure the safety of all children comes first.

THIS DOCUMENT CONTINUES ON A SECOND PAGE.
3. *Work hours and locations will change as the need arises. Perform all duties according to scheduled hours and locations as assigned.

4. *Work as part of a team by establishing and maintaining working relationships that foster efficiency and productivity and promote cooperation with administrators, fellow employees, students, faculty, and school community.

5. *Attend and successfully complete job-related training as needed.

6. *Abide by, monitor and support safety rules/standards and working practices when using tools and equipment, which includes wearing required safety equipment and compliance with Occupational Safety and Health Act (OSHA) requirements.

7. *Report any hazards that would present a threat to the safety of students.

8. *Report damage to the bus and/or equipment, which require repair to the Area Manager.

9. *Maintain a safe environment for all students by conducting daily inspections of school bus and equipment.


11. *Wear provided designated uniform.

12. *Operate any school bus within the fleet.


15. *Prepare, record, and submit required documents according to previously designed format.

16. *Participate in required re-certification and safety classes.

17. *Submit to an annual physical examination as prescribed by law or regulations.

18. Perform other related duties as assigned by Area Manager.

*Denotes essential job function/ADA

### ADA CODES

**Physical Requirements** (physical conditions of a position)

A. **Medium Work** - Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**Physical Activity** (physical activities of a position)

A. **Sitting** - Resting with the body supported by the buttocks or thighs.

B. **Standing** - Assuming an upright position on the feet particularly for sustained periods of time.

C. **Walking** - Moving about on foot to accomplish tasks, particularly for long distances.

D. **Climbing** - Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.

E. **Balancing** - Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery or moving surfaces.

F. **Bending** – Lowering the body forward from the waist.

G. **Stooping** - Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.

H. **Kneeling** - Bending legs at knee to come to a rest on knee or knees.

I. **Crouching** - Bending the body downward and forward by bending leg and spine.

J. **Twisting** - Moving body from the waist using a turning motion.

K. **Reaching** - Extending hand(s) and arm(s) in any direction.

L. **Pushing** - Using upper extremities to press against something with steady force in order to thrust forward, downward or outward exerting up to 50 pounds of force.

M. **Pulling** - Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 50 pounds of force.

N. **Lifting** - Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 50 pounds of force.

O. **Finger Dexterity** - Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.

P. **Grasping** - Applying pressure to an object with the fingers and palm.

Q. **Feeling** - Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.

R. **Repetitive Motions** - Substantial and continuous movements of the wrists, hands, and/or fingers.

S. **Talking** - Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.

T. **Hearing Acuity** - The ability to perceive speech and other environmental sounds at normal loudness levels.

U. **Visual Acuity** - The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.
Working Conditions (conditions the worker will be subject in a position)
A. **Indoors & Outdoors** - The worker is subject to both environmental conditions. Activities occur inside and outside. There is protection from weather conditions but not necessarily from temperature changes. And there is no effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.
B. **Cold** - The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.
C. **Heat** - The worker is subject to extreme hot. Temperatures are above 100 degrees for periods of more than one hour.
D. **Noise** - The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
E. **Vibration** - The worker is subject to vibration. There is exposure to oscillating movement of the extremities or the whole body.
F. **Hazards** - The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to high heat or chemicals.
G. **Atmospheric Conditions** - The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory system or the skin: fumes, odors, mists, gases or poor ventilation.