SBBC: VV-005

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

JOB DESCRIPTION

POSITION TITLE: Activity Bus Driver

CONTRACT YEAR: Temporary Position - No benefits.

> The average number of hours worked is determined by the Principal, Athletic Director, or designee, based on each athletic event, field trip, or other school activity.

PAY GRADE: N/A

BARGAINING UNIT: FOPE – Bus Operator Transportation

QUALIFICATIONS:

Must possess basic comprehension and fluency in English. **EDUCATION:**

> Standard high school diploma or satisfactory completion of approved General Educational Development an Equivalency Diploma (GED) Testing Program preferred.

a minimum of fFive (5) years of licensed successful driving **EXPERIENCE:**

experience. Must pass a seven (7) year driver's license review determined from a Transcript of Driver Record from the Department of Highway Safety, including the absence

of an arrest and conviction of a moving violation

ADDITIONAL **REQUIREMENTS:**

REQUIRED:

- <u>1.</u> Must pass a five (5) year driver's license review determined from a Transcript of Driver Record from the Department of Highway Safety.
- <u>2.</u> Prior to transporting student/participants on a school bus and before being issued a valid school bus driver's license, each activity bus driver shall meet the following requirements:
 - a) must have a proper Florida eCommercial dDriver's License (CDL) with endorsements compatible with the assigned duties of The School Board of Broward County, Florida. Employees who will be assigned to this position will continue to be qualified with their present chauffeur's license through April 1, 1992, or as otherwise stipulated

in the statutes, while they are obtaining a commercial driver's license as prescribed by the State of Florida Department of Highway Safety and Motor Vehicles.

- b) successfully complete forty (40) hours of pre-service training consisting of at least twenty (20) hours of classroom instruction and eight (8) hours of behind-the-wheel training based upon the state of Florida Department of Education Basic School Bus Driver Curriculum.
- c) demonstrate the ability to prepare required written reports.
- d) be physically capable of operating the vehicle as determined by an annual physical examination, Form ESE 479, prescribed by the Commissioner and given by a physical designated by the School Board of Broward County and as determined by a reflex test administered by the school district. Each driver sixty-five (650 years old and older shall pass a semiannual physical examination.
- e) demonstrate physical and mental capabilities required to carry out all assigned responsibilities as a school bus driver.
- 2. A certification of completion provided by the Commissioner shall be issued by the district to each driver successfully completing the forty (40) hours of preservice training.
- 3.3. At the time of reappointment for the next school year, the driver of a school bus shall meet the following requirements:
 - a) meet all requirements stipulated under qualifications for a bus driver.
 - b) successfully complete a minimum of eight (8) hours of inservice training within the preceding twelve (12) months.
 - c) successfully pass a physical examination, Form ESE 479, given by a physician designated by The School Board of Broward County, Florida and a reflex test administered by the school district. Each driver sixty-five (65) years old and older shall pass a semiannual physical examination.

The hiring administrator may specify preferred, appropriate additional qualifications as may be related to the job. Computer skills as required for the position.

PREFERRED: Bilingual skills preferred.

REPORTS TO: Principal, Athletic Director, or designee

SUPERVISES: None

POSITION GOAL: To transport participants among schools, athletic fields,

practice fields/buildings and other specific destinations

safely and promptly.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Activity Bus Driver shall:

- verify that the bus is in satisfactory condition prior to use by inspecting and 1. activating mechanical and operating parts such as warning lights, turn signals, windshield wipers, gauges, horn, brakes, emergency doors, etc., and by determining that all prescribed safety equipment is in place and legal documents are visible.
- 2. adhere to bus schedule precisely to meet passengers at designated times and locations and to transport them to destinations; operate bus in a manner to provide prompt and safe transportation; operate all safety equipment such as stop arms, warning lights, etc., in a responsible manner.
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- 3. 4. operate all safety equipment such as stop arms, warning lights, etc., in a responsible manner.
- 3.5. maintain acceptable behavior of passengers, assign seating arrangements and monitor assignments; inform passengers of behavior and safety rules and enforce rules, as necessary; discharge passengers only at authorized locations.
- prepare and complete forms necessary to fulfill state and district requirements, 4.6. such as bus schedule work sheets, pre-trip inspection reports, FTE surveys, injury and incident reports, mileage log, etc.
- 5.7. arrange for or perform bus maintenance; position bus at fuel stations for fuel, oil and cleaning; insert fuel card into computer terminal and dial in mileage to record required information; sweep bus floors after use; inspect bus for torn seats, graffiti, vandalism, etc.; prepare requests for repairs.
- perform and promote all activities in compliance with the equal employment and 6.8. nondiscrimination policies of The School Board of Broward County, Florida.
- participate, successfully, in the training programs offered to increase the 7.9. individual's skill and proficiency related to the assignments.
- 8.10. review current developments, literature and technical sources of information related to job responsibility.
- 9.11. ensure adherence to good safety procedures.
- perform other duties as assigned by the Principal, Athletic Director or designee. 10.12. follow federal and state laws, as well as School Board policies.
- 11.13. follow federal and state laws, as well as School Board policies. perform other

duties as assigned by Principal, Athletic Director or designee.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Frequent contact with students, parents, guardians, school staff members, citizens and all other individuals while providing transportation services in a safe, efficient, cooperative and courteous manner.

PHYSICAL REQUIREMENTS:

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 as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board and subject to the Collective Bargaining Agreement.

FLSA OVERTIME CATEGORY:

Job is not exempt from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board approved: 1/21/92 &

Adopted: 2/18/92

Board Adopted: 12/16/03