



JACKSON SCHOOL DISTRICT

Jackson, New Jersey

TITLE: **SCHOOL BUS DRIVER**

QUALIFICATIONS:

1. High School diploma or GED.
2. The minimum requirements for a drivers license is a valid New Jersey Class B commercial driver license with passenger, school bus and air brake endorsements.
3. Must have a validated medical certificate.
4. Required criminal history background check and proof of US citizenship or legal resident alien status
5. Must have the ability to drive school buses with capacities up to 54 passengers. These vehicles may be equipped with air brakes, wheelchair lifts and wheel chair tie downs.
6. Must be able to drive all required runs with a minimum of 4 hours
7. Must have the ability to read and write English.
8. Must have the ability to operate a wheelchair lift to load and unload both manual and automated wheelchairs containing students with a total weight of approximately 200 pounds combined, in and out of the vehicle and push the wheelchair to and from the school building or home.
9. Must be able to squat, reach and fasten and secure the wheelchairs into the restraints equipped on the vehicles using the appropriate securement tie-down system.
10. Must have the ability to move a one hundred (100) pound weight 40 feet, simulating dragging a child to

safety in the event of an emergency.

11. Must have the physical ability to enter and exit the vehicle, operate and exit the emergency door safely; sit, slide and climb stairs and sit for extended periods of time.
12. Must have the ability to lift a forty (40) pound student and place them into and out of a child seat. Must be able to install and remove a child safety seat according to guidelines.
13. Must have the ability to maintain a positive environment on the school vehicle. Must have the ability to maintain passenger discipline to ensure their safety and well being and protect against vandalism.
14. Must have the physical able to exit the emergency door safely.
15. Must have the ability to drive in inclement weather when school is in session.
16. Must have ability to speak, read and write in English.
17. Shall perform all duties in accordance with the negotiated agreement between the Board of Education and the union in the most efficient manner possible and cooperate with the transportation staff, school administrators, co-workers and parents in the interest of the school district.

REPORTS TO:

The Assistant to the Transportation Administrator and the Transportation Administrator.

JOB GOAL: To provide safe transportation for students to and from school and school related activities.

PERFORMANCE RESPONSIBILITIES:

1. Shall comply with and enforce all rules and regulations of the NJ Department of Education, NJ Motor Vehicle Commission and the Jackson Township Board of Education.
2. Shall maintain a valid NJ Commercial driver license, DOT CDL, physical and fingerprinting as required as required by NJ law. Copies of all forms and information must be submitted to the transportation office.
3. Shall perform all duties in accordance with the negotiated agreement between the Board of Education and the union according to state law in the most efficient manner possible. Shall cooperate with the transportation administration, district and school administration and co-workers in the interest of the school district.
4. Perform a thorough pre-trip inspection of the school vehicle and its equipment before starting out on each run as required by NJ State law. The pre-trip inspection is to be recorded on the appropriate forms or electronically. This includes a radio check prior to leaving the yard.
5. Immediately notify (confirm in writing if notification is verbal) to the shop supervisor any mechanical problems at the completion of your run as required by NJ State law.
6. To load and unload students in the safest manner following the procedures established by the Jackson Township BOE as outlined in the Jackson Transportation Manual.
7. Maintain discipline on the school bus at all times. All children are to be seated when the vehicle is moving. Report disruptive students on the correct form to the school officials as required by NJ State law and board policy.
8. Drivers must walk to the back of the bus at the end of each run to check for students and for student's personal items that may be left on the vehicle prior to leave the vehicle.
9. Drivers must check their mailbox and bulletin board daily and in between runs for any office communication and announcement before each AM, mid day and PM run.

10. Drivers must maintain and update route information for their route descriptions when changes occur. Turn in paperwork on time such as route directions, mileage sheets and route updates in a timely matter.
11. Assist in any way possible for the safe and efficient transportation of students for school and after school functions.
12. Perform and participate in bus emergency evacuation drills in accordance with board policy, and instruct passengers regarding safety regulations and other bus rules.
13. Sweep daily the vehicle you are assigned for that day and maintain a safe and clean interior.
14. Report to the supervisor immediately before moving the vehicle when the vehicle is involved in an accident regardless of the severity of the accident. The driver shall not leave the scene of the accident without permission from the police or the transportation supervisor. The accident report shall be completed and turned into the supervisor within eighteen hours of the accident.
15. Notify the transportation office immediately of any incidents on the school bus that result in injuries, confrontations and parent issues.
16. Attend training when directed by the transportation administrator.
17. Must be clean and neat in appearance at all times.
18. Drivers are to wear their seat belt at all times while driving or as a passenger in any District vehicle.
19. Drivers are prohibited from using cell phones any time while driving.
20. Drivers are requires to be on the bus when students are present.
21. Check employee mailbox and bulletin board daily for any office communications and announcements before each AM, mid-day and PM run.
22. Perform any other tasks assigned by the Assistant to the Transportation Administrator, Transportation Administrator or school building administration.

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the board.

EVALUATION: Performance of this job will be evaluated in accordance with state law and provisions of the board's policy on evaluation of non-certified staff.

APPROVED BY: Board Agenda

DATE: 3/27/12

REVISED: _____

Legal References:

2C:12-1	Assault
18A:6-7.1	Criminal History
18A:7-7.1c	Employment of applicant on emergent basis, conditions
18A:16-2	Physical examinations required
18A:25-2	Authority over pupils
18A:39-17	Names, certain information relative to bus drivers to be filed by secretary of the board of education
18A:39-18	Information on bus drivers furnished by contractor.
18A:39-19:1	Bus drivers required to submit certain information to commissioner; notice of pending charges
18A:30-20	Approval
18A:39-27	Driver required being on the bus when pupils are present
39:3B-25	Use of cell phone prohibited while driving a school bus
39:5D-1	Commercial driver license
6:3-4.4	Requirements for physical examinations
6A:27	Student transportation