
TITLE: BUS DRIVER

QUALIFICATIONS:

1. The minimum requirements for a drivers license is a valid New Jersey Class B commercial driver license with passenger, school bus and air brake endorsement.
2. Must have a valid medical certificate.
3. Required criminal history background check and proof of US citizenship or legal resident alien status.
4. 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.
5. Must be able to drive all required runs.
6. Must have the ability to speak, read and write English.
7. 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.
8. 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.
9. Must have the physical ability to enter and exit the vehicle, operate and exit the emergency door safely; sit and climb stairs and sit for extended periods of time.
10. Must have the ability to lift a fifty (50) 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.
11. Must have the physical ability to exit the emergency door safely.
12. Must have the ability to drive in inclement weather when school is in session.
13. 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: Assistant Transportation Supervisor, Director of Transportation, Superintendent and or his/her designee

JOB GOAL: To provide safe transportation for students to and from school and 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 Toms River Board of Education.
2. Shall maintain a valid NJ Commercial driver license, DOT CDL, physical and fingerprinting as required by NJ law. Copies of all certifications 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.

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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.
5. Immediately notify (confirm in writing if notification is verbal) to the 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 Toms River Board of Education as outlined in the Toms River 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 leaving the vehicle.
9. Drivers must check their mailbox and bulletin board daily and in between runs for any office communication and announcement before AM run and at the end of the day.
10. Drivers must maintain and update route information for their route descriptions when changes occur. Turn in paper work on time such as route directions, mileage sheets and route updates in a timely manner.
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 vehicles 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 officer 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 required to be on the bus when students are present.
21. Perform any other tasks assigned by the Assistant Transportation Supervisor, Director of Transportation or district administration.
22. Perform any other tasks assigned by the, Superintendent and or his/her designee, Assistant Superintendent of Schools, Business Administrator or their designee, where circumstances prevent assignment through the chain of command described herein

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with New Jersey State law and the provision of the board's policy on evaluation of non-certified staff.

Employed on a 10 Month basis

Adopted by: Toms River Regional Schools
Date: 3/16/2016
Revision: 8/8/2019
Revision: 02/19/20