

# Metropolitan Transportation Network, Inc.

## BUS DRIVER POSITION DESCRIPTION

<b>JOB TITLE:</b> School Bus Driver	<b>LOCATION:</b> Traveling to/ from various schools within Minneapolis and Suburban School Districts
<b>IMMEDIATE SUPERVISOR:</b> Transportation Manager	<b>JOB CATEGORY:</b> Seasonal
	<b>FLSA STATUS:</b> Non-Exempt

**GENERAL DEFINITION AND CONDITIONS OF WORK:** Transports school bus passengers between assigned stops and schools according to specified routes and time schedules. Maintains order during trip and adheres to safety rules when loading and unloading passengers.

### ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Exercises greatest care at all times in transportation of school children;
- Takes all necessary and reasonable precautions to protect students, employees, equipment, and property;
- Reports all student injuries, accidents, illnesses and discipline problems to the appropriate authority immediately or as soon as reasonably possible;
- Opens and closes entrance door and keeps it securely closed while bus is in motion;
- Wears safety seat belt assembly while driving;
- Instructs pupils who ride buses in rider safety annually, and practices emergency exit drills at least twice annually;
- Prohibits use of posters, stickers, or advertising material of any kind in or on school bus;
- Adheres to provision of Motor Vehicle Code, Pupil Transportation Regulations of Board of Education and terms of the School Bus Driver Handbook and MTN policies.
- Operates school bus at a safe speed not to exceed post speed limits. However, for any such vehicle which takes on or discharges children. The school and the designated school bus parking area shall not be more than 10 MPH.
- Operates warning lights for a distance of not less than 100 feet before bus stops, if lawful speed limit is less than 35 MPH, and for a distance of at least 200 feet before bus stops if lawful speed limit is 35 MPH or more.
- Makes stops in the right-hand lane when loading or discharging pupils on highway and only at designated points, where bus can be clearly seen for a safe distance from both directions;
- Operates school bus warning devices while stopped to warn approaching traffic to stop and allow pupils to cross highway safely;
- Requires pupils who must cross the road to walk to a point 10 feet or more in front of bus, stop before reaching a position in line with left side of bus, and await signal from bus driver to start across highway;
- Picks up and discharges special needs pupils on side of road on which they live on dual highways divided by a physical barrier on unpaved area;
- Stops school bus at railway grade crossings - opens entrance door of bus and driver's window and determines when it is safe for vehicle to cross railroad tracks. No such stop need be made where a police officer or traffic light directs traffic to cross;
- Keeps copy of route schedule in bus, including time bus starts in morning, time it leaves each point at which pupils are taken on, time of arrival at school, bus' odometer reading at beginning of route where first pupil is picked up, where other stops are made, and reading upon arrival at school;
- Operates school bus in accordance with route schedule and designated stops;
- Transports only students assigned to particular route, unless otherwise authorized by the dispatcher(s) with consent of parents;
- Reports misconduct of pupils on school bus or at waiting stations or stops on the way to or from school and shall be guided by building administrator's advice and direction, subject to the regulations of School Board and particular school;

- Performs daily pre-trip safety inspection of vehicle as per School Bus Driver Handbook, and reports damage and/or malfunction to Garage Supervisor promptly;
- Performs daily post-trip of the entire interior and exterior of the bus;
- Installs chains as specified by Transportation Director, or as weather and/or road conditions require;
- Fills fuel tank of vehicle;
- Checks level of oil daily, and adds necessary amount of oil;
- Cleans interior and exterior of vehicles regularly;
- Cleans windows, including windshield and rear window, and warning and signal lights regularly;
- Requires pupils to keep the bus clean;
- Reports on number of pupils transported and miles traveled to Transportation Director;
- Reports all accidents, delays, and driver absences to Transportation Director promptly;
- Contacts parents immediately, or as soon as reasonably possible, in the event of a student injury, serious illness, or other matter pertaining to the general welfare of the student;
- Suggests safe and efficient routes, stops, and schedules to Transportation Director;
- Attends in-service training to improve skills, attitudes, and knowledge of school bus driving and pupil control;
- Observes established and accepted work practices and procedures in accordance with School Board pupil transportation policy, particular school policy, and supplemental administrative directives;
- Reports to Transportation Director motorists who violate Minnesota "School Bus Stop Law";
- Models non-discriminatory practices in all activities;
- Complies with and supports school and division regulations and policies;
- Performs related duties as assigned by the building administrator(s) and/or the Director of Transportation in accordance with the school/system policies and practices.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

General knowledge of the county; skill in the safe operation of a school bus; ability to detect malfunctioning equipment; ability to assist children using patience and understanding; ability to establish and maintain effective working relationships with school officials, parents, school personnel, students and Co-Workers. Must be able to follow oral and written directions and have the ability to get along well with others.

#### **EDUCATION AND EXPERIENCE**

Candidate must possess any combination of education and experience equivalent to completion of high school.

#### **SPECIAL REQUIREMENTS**

- Candidate must be at least 21 years of age; and must possess a valid Minnesota Commercial Driver's License (Class B or A), School Bus and Passenger Bus endorsements;
- Candidate must satisfy an annual physical examination for employment as a school bus driver by a physician licensed by the State of Minnesota;
- Candidate must satisfy all other requirements of the State Board of Education for persons employed to drive a school bus;
- Candidate may attend the mandatory monthly safety meetings.
- Candidate must submit to random and post-accident drug testing;
- Candidate must possess good moral character. Have clear background checks.

#### **PHYSICAL DEMANDS/REQUIREMENTS**

Work requires climbing, sitting, stooping, crouching, reaching, pushing, pulling, grasping, and repetitive motions. Frequent walking and lifting, up to approximately 30 pounds and occasional lifting of equipment up to 40 pounds. Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for visual inspection involving small defects and/or small parts, operation of motor vehicles or equipment, and observing general surroundings and activities; the worker is subject to outside environmental conditions, noise, vibration, road hazards, and atmospheric conditions. Attendance to training sessions and bus driver meetings beyond the normal assigned hours is necessary. Daily contact with students to provide an orderly and safe environment is required. Contact with parents and an administrator is required. Occasional contact with medical professionals may be required.