

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: Bus Driver

REPORTS TO: Transportation Supervisor

QUALIFICATIONS: Valid Commercial Driver's License
Minimum of three years previous safe driving experience
Ability to maintain passenger discipline to ensure safety

PERFORMANCE RESPONSIBILITIES:

1. Conducts a daily safety inspection of each vehicle driven prior to driving the vehicle.
2. At the conclusion of each run conducts an inspection of the interior of the bus checking for students who may not have disembarked.
3. Notifies transportation supervisor of any mechanical malfunctions and/or safety hazards.
4. Completes required reports in a timely manner.
5. Adheres to established routes, designated bus stops, and keeps to assigned time schedule.
6. Transports only authorized pupils.
7. Obeys all traffic laws and observes mandatory school bus safety regulations.
8. Maintains discipline on the bus and reports violations to the building principal or other authorized individual.
9. In the event of an accident, follows all prescribed safety and reporting procedures.
10. Participates in emergency evacuation drills as directed in accordance with board policy, and instructs passengers regarding safety regulations and other bus rules.
11. Performs interior cleaning duties daily, cleans windows and exterior as needed, and refuels the vehicle.
12. Performs light maintenance, checking and filling fluids, tire pressure, etc., as may, from time-to-time be required.
13. Trained and certified pursuant to njsa 18a:40-12.6 as a delegate to administer epinephrine via a pre-filled auto-injector mechanism.
14. Perform any such other duties as assigned.

Failure to check a bus at the conclusion of each run or the failure to follow safety regulations will result in the termination of the offending driver.

Approved: January 14, 1999

Revised: May 12, 2009