



## **SCHOOL BUS DRIVER/SPECIAL NEEDS STUDENTS**

**Job Code: BUSSPN**  
**Bargaining Unit: 64**  
**Effective Date: 4/15/2009**

### **Description of Work**

#### **General Statement of Duties**

Performs skilled operation of Type III School Bus as defined under MS 169.01 subd 6(5) to transport students. Maintains discipline and a safe environment of the bus and in the bus loading and unloading zones. Performs pre-trip mechanical inspection and routine preventive maintenance.

#### **Supervision Received**

Works under the general supervision of a unit supervisor.

#### **Supervision Exercised**

May exercise day-to-day technical supervision over teaching assistants providing services to a special education student in relation to transportation issues.

### **Responsibilities**

The essential functions include, but are not limited to, the following fundamental duties:

Drives conventional lift-equipped and forward control school busses ranging from Type I to Type III to transport students, including special needs students to and from school, between schools, to other District programs and/or the juvenile unit of the Police Department and on field and athletic trips.

Supervises the safe loading and unloading of the school bus; conducts state mandated regularly scheduled emergency bus evacuation drills.

Operates hydraulic lift equipment. Secures wheelchairs and other adaptive devices to ensure safe transportation of the students.

Maintains a disciplined and safe environment on and around the school buses. Reports all incidents of unacceptable student conduct to building principal on the District Incident Report form. Ensures that School Bus Assistants and other staff riding the bus follow rules and regulations.

Transports students to home or school who have been removed from contract school buses for physical or verbal attacks on other students and/or staff or for refusing to follow bus safety rules.

Performs a detailed mechanical pre-trip inspection of school bus covering items required by state law and department policy; completes pre-trip inspection report. Reports defects to supervisor.

## **SCHOOL BUS DRIVER SPECIAL NEEDS**

### **Responsibilities (continued)**

Maintains cleanliness of the interior and exterior of vehicles.

Perform preventative maintenance including adding fluids, changing light bulbs, proper inflation of tires and related maintenance activities.

Participates in in-service training for contract school bus drivers and District Bus Aides in First Aid, CPR, student behavior management, school bus safety, use of life equipment and/or related areas.

Inventories, organizes and distributes bus and pedestrian safety materials.

### **Knowledge, Skills and Abilities**

Knowledge of federal and state laws, rules, and regulations, and District and department procedures relating to the operation of a school bus including emergency evacuation of the bus, maintaining a safe and disciplined environment on and around the school bus, and data privacy issues.

Considerable knowledge of student behavior management.

Knowledge and Certification in American Red Cross First Aid, adult, child, and infant CPR.

Some knowledge of medical conditions in order to know how to react in emergency situations.

Knowledge of District policies and procedures on reporting racial and sexual harassment.

Good oral and written communication skills.

Ability to perform school bus routes, sometimes without a mapped copy of the route or by receiving directions over a two-way radio.

Ability to lift, secure, and handle medical support equipment including but not limited to oxygen tanks, respirators, heart monitors, batteries used to power equipment, aspirators, and related equipment.

Ability to interact effectively with students who have a wide variety of special needs including those who are medically fragile and emotionally-behaviorally disordered and with parents, school staff and the public.

### **Minimum Qualifications**

High school diploma or G.E.D. and two years of experience as a School Bus Driver, which includes experience working with special needs students. Must have a valid Class A or B commercial driver's license (CDL) with a current unlimited school bus driver's endorsement and a current passenger endorsement.