



**Job Title:**                **School Bus Operator**

## **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:**            Nonexempt  
**Reports to:**             Appropriate Supervisor or Designee  
**Supervises:**            Appropriate Staff as required  
**Pay Grade:**             Educational Support – 19

APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD

**DEC 18 2023**

VERIFIED BY RECORDING SECRETARY

## **JOB SUMMARY**

The purpose of this position is to transport students to and from various school bus stops, extracurricular activities, planned events, and school facilities.

## **ESSENTIAL JOB FUNCTIONS**

- Operates transportation vehicle with heightened awareness of driving conditions and surroundings and in observance of established safety precautions and driving procedures.
- Stops vehicle at assigned locations and destinations, and assists passengers on and off vehicle; Assumes responsibility for the safety of all passengers.
- Instructs children in safety precautions and practices; Conducts emergency evacuation drills with students on buses; takes attendance counts; checks students on and off the bus.
- Maintains discipline on the bus; Reports unruly behavior to school administrator and, when necessary, the route manager.
- Signals children when to cross street or highway and assures that children are safely across before departure of bus.
- Performs required pre- and post-trip safety inspections utilizing the department inspection checklist; Maintains vehicle cleanliness and sanitation.
- Assures bus meets regular mechanical maintenance schedules and reports defects or problems with vehicle to superior; Monitors mechanical condition, e.g., gasoline, oil, fluids, tires, brakes.
- Works with transportation staff to effectively and safely provide public school system transportation; Assists with planning and operation of transportation routes; Identifies efficient routes for daily activities and reports route concerns to the route manager for consideration.
- Prepares daily logs and reports of transportation activities.
- Familiarizes Bus Assistants with all phases of transportation and emergency evacuation.
- Performs other duties as assigned.

**MINIMUM REQUIREMENTS**

- High school diploma, GED, or other equivalent.
- A demonstrated ability to perform physical and mental requirements of the work and all applicable certifications.
- An equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- Must possess and maintain a valid Class "B" Commercial Driver License with passenger, school bus, and air brake endorsements.
- May be required to possess and maintain a current First Aid Certificate.
- May be required to possess and maintain a current Cardiopulmonary Resuscitation Certificate.
- Must pass a DOE physical.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display knowledge of occupational hazards and standard safety precautions.
- Requires the ability to display knowledge of laws, rules, and regulations for operating a motor vehicle in the State of Florida.
- Requires the ability to display knowledge of District School Board policies and procedures.
- Requires the ability to display knowledge of record keeping principles and practices.
- Requires the ability to display knowledge of safety principles, practices, and equipment related to the work.
- Requires the ability to display knowledge of First Aid and CPR procedures.
- Requires the ability to display knowledge of techniques for dealing with children, parents, and a variety of situations that may arise in the transporting of school children.
- Requires the ability to display knowledge of various medical and mechanical equipment used by disabled students.
- Requires the ability to drive a school bus or van skillfully and safely.
- Requires the ability to maintain accurate records of work performed.
- Requires the ability to use a two-way radio.
- Requires the ability to display knowledge of defensive driving.
- Requires the ability to read and understand road signs.
- Requires the ability to maintain order and discipline on a school bus with a capacity of 16 or more students.
- Requires the ability to operate special needs equipped buses.
- Requires the ability to think clearly and taking effective action in emergency situations.
- Requires the ability to make sound decisions under pressure.
- Requires the ability to control students, giving orders, and gaining compliance.
- Requires the ability to establish and maintain effective working relationships with parents and with those contacted in the course of the work.
- Requires the ability to deal effectively with disabled/special needs individuals and others needing special assistance.

**PHYSICAL DEMANDS**

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: climbing, crouching, feeling, fingering, grasping, handling, hearing, kneeling, mental acuity, reaching, repetitive motion, speaking, talking, visual acuity, and walking.

**WORKING CONDITIONS**

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

**Date of Board Approval: June 20, 2017, effective July 1, 2017**

**Date of Revision: March 26, 2019; April 19, 2022, effective July 1, 2021; December 18, 2023, effective July 1, 2023**

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