

**BRISTOL BOROUGH SCHOOL DISTRICT  
BRISTOL, PA 19007**



**POSITION:**                    **TRANSPORTATION – BUS DRIVER**

**COMMENCING:**            Immediately

**SALARY:**                    \$18.95 per hour/no benefits.

**CERTIFICATION:**        Must have a PA CDL-S endorsed Driver’s License.

**Application Deadline: When position is filled.**

Send letter of interest to:

Jennifer Moyer, *Administrative Assistant to Superintendent*  
Bristol Borough School District  
1776 Farragut Avenue  
Bristol, PA 19007

These duties represent the major duties; however, there may be other duties assigned. Employee will be required to follow any other job-related instructions and perform any other job-related duties requested by their supervisor. The school district reserves the right not to fill the position for any reason.

The Bristol Borough School District is an equal opportunity educational institution and will not discriminate on the basis race, color, age, religious creed, gender, ancestry national origin, veteran’s status, or non-job related handicap or disability (except where any of these constitutes a bona fide occupational qualification) in its activities, programs, or employment and promotion practices as required by State and Federal laws. It is the responsibility of the applicant or employee to inform the Superintendent that an accommodation is needed. In accordance with State and Federal law, reasonable accommodations will be considered upon the employee’s request. For information, contact Thomas F. Shaffer, Superintendent of Schools.

**Attached: Job Description**  
**Posted: August 25, 2017**

# **Bus Driver Job Description Bristol Borough School District**

**Title:** Bus Driver

**Reports to:** Business Manager/Scheduler

## **General Summary**

Under the general supervision of the Business Manager, the Bus Driver has the primary responsibility for ensuring the health, safety and welfare of the children, staff and volunteers during bus transportation to and from the daily routes and sports run that are completed. It is also the role of the Bus Driver to: guarantee that the bus is clean and in proper working condition at all times; determine and follow safe and efficient bus routes; ensure all children are in age appropriate child safety restraints; assist in ensuring child/staff ratio is maintained on the bus and provide day to day guidance to the Bus Aides; maintain all transportation records required by the business manager; ensure bus evacuation drills are held at least quarterly ; and, evacuate children in case of emergency.

## **Essential Functions:**

1. Ensures the safety and well-being of children and adults being transported to and from the daily routes.
2. Arranges with the business manager secretary for the annual state inspection of the bus(as) before program begins to transport children; assures, with prior approval, purchases and/or repairs are made pursuant to state inspection.
3. Arranges with the scheduler for and ensures completion of routine maintenance of bus (e.g., oil change); transporting the bus to and from maintenance and/or repair facilities.
4. Ensures that the bus always has sufficient fuel.
5. In consultation with the Business Manager, develops and follows efficient and safe written bus routes that ensure no child will be on the bus more than one hour.
6. Operates bus in such a way that road and safety regulations are always followed; reports any traffic violations to the Business Manager immediately.
7. With the assistance of Bus Aides, ensures all children are in age appropriate child safety restraints at all times during transportation.
8. Assists with ensuring child/staff ratios are maintained on the bus and provides day to day guidance to the Bus Aides.
9. With the assistance of the Bus Aides, follows safe bus loading and unloading procedures.
10. Follows procedures to guarantee no child is left alone on bus without adult supervision at any time, including insuring all children have departed bus at the end of all bus routes (morning, evening and during field trips or other special trips).
11. With the assistance of the Bus Aides, assures that children who are visibly sick or complaining of feeling sick remain with their family. Informs designated staff person at the center of those children who will be absent.
12. With the assistance of the Bus Aides, assures children's medications are received from parents and delivered to center following the delegate's procedures.
13. Follows other procedures developed by the delegate for receiving children (e.g., with assistance of Bus Aides, ensures children are freshly diapered; toys and bottles are left with parents, etc.)
14. Keeps the bus clean and free of debris; follows other bus cleaning procedures.

15. Identifies those persons authorized by the parents/guardians to receive the children. Delivers children only to the authorized persons. With the assistance of Bus Aides, delivers messages and other items to and from the parents.
16. Prepares aides and children for bus drills and ensures bus evacuation drills are held at least quarterly. Documents all drills in writing.
17. Assists in other transportation training of bus aides, teachers, children and volunteers.
18. In case of accidents/emergencies, evacuates children according to written and practiced procedures.
19. In the event of an accident, assures that medical emergency procedures are followed; completes a written accident report as required by delegate's procedure and other authorities.
20. Attends and participates in center pre-service and in-service trainings, and other continuing education, career and professional development opportunities.
21. Must work After School Sports runs as well as weekend functions for school district.
22. Performs other duties, as assigned.

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

## **Recommended Employment Qualifications**

### **Education:**

Possess a current Commercial Driver's License (CDL), hold a current School Bus Driver's Permit.

### **Experience:**

Successful experience as a School Bus Driver preferred. Effective oral and written communication skills commensurate with the responsibilities of the position are required.

### **Additional Requirements:**

- Ability to pass an annual Pennsylvania School Bus Driver's physical which includes a drug test.
- Must be able to comply with background check, including fingerprints, as required by the agency and/or Pennsylvania Licensing Agency.
- Regular access to a reliable vehicle; have a valid Pennsylvania driver's license.
- Ability to present a positive image of the organization to members of the community. Must have effective organizational, problem solving, and time management skills.
- Ability to learn and comprehend information from Procedures Manuals and other materials.
- Ability to comprehend and follow traffic signs required.
- Must be able to physically move through the bus, center and classrooms.
- Ability to perform responsibilities under pressure and in cases of accidents or other emergencies.
- Successful experience working as an effective member of a team desirable.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties.