

MONMOUTH REGIONAL HIGH SCHOOL

TITLE **BUS/VAN DRIVER**

Reports to: The Bus/Van Driver reports to the Supervisor of Transportation who determines the bus routes and provides direction to him.

Supervises: Students

Nature and Scope of the Job:

The Bus/Van Driver transports students in a safe and efficient manner and performs all activities related to the operation of the school bus.

Qualifications:

The Bus/Van Driver shall:

1. Hold and maintain a Valid Commercial Driver's License.
2. Required criminal history background check and proof of US citizenship or legal resident alien status.
3. Be a reliable person of good character who shall possess the qualifications and communication skills necessary to perform the duties of the position, and comply with the rules set forth for drivers in all federal, state and local regulations including, but not limited to, the Omnibus Transportation Employee Testing Act, N.J.S.A. 18A:39-17 through 20 (background check), and tuberculosis testing.
4. Have a minimum of three years' previous safe driving experience.
5. Have sufficient mechanical aptitude to diagnose minor problems and make appropriate repairs.
6. Hold and maintain a valid driver's license for the type of equipment to be driven, with no serious violations.
7. Have excellent integrity and demonstrate good moral character and initiative.
8. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
9. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
10. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

Employment Terms:

The Bus/Van Driver shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time and conditions as negotiated.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

MONMOUTH REGIONAL HIGH SCHOOL

TITLE BUS/VAN DRIVER

Job Functions and Responsibilities:

The Bus/Van Driver shall:

1. Drive school buses and transport students between pickup points and school or to various events, activities, and destinations.
2. Be in full charge of the school bus at all times and report unmanageable students to the district transportation supervisor and principal of the receiving school on the district prescribed incident/discipline form.
3. Check, clean, and perform minor servicing of buses.
4. Check gas, battery, oil, and water before departure.
5. Check vehicle for operating safety.
6. Assist disabled children and others out of and into vehicles when there is no bus attendant assigned.
7. Report if a student assigned to a special education route is not present at the assigned bus stop for three consecutive days. The bus driver shall report this absence to the district transportation department. Failure to do so will result in a deduction of the per diem rate for each day not notified.
8. Demonstrate knowledge of assigned routes and stops by actually driving the route and noting stops before the first day of service without students aboard. It is the contractor's responsibility that the drivers meet this requirement at no cost to the Monmouth Regional Public High School District.
9. Adhere to safety rules when loading and unloading pupils.
10. Prepare simple reports and keep logs of trips.
11. Conduct a pre-trip and post-trip safety inspection of the bus prior to every trip and complete the School Bus Condition Report.
12. Notify Transportation Supervisor of any mechanical malfunctions and/or safety hazards.
13. Adhere to established routes, designated bus stops and keep to assigned time schedule.
14. Transport only authorized students.
15. Obey all traffic laws and observe mandatory school bus safety regulations.
16. Maintain discipline on the bus and report violations to the Principal or designee.
17. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
18. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
19. Participate in appropriate in-service and workshop programs and attend any required meetings.

