

Franklin County Community School Corporation

Job Title	Route Bus Driver			
Position Type	full time	certified	■ 180 days	220 days
	■ part time	■ non-certified	185 days	230 days
			190 days	12 months
			195 days	■ as needed
			210 days	

Job Purpose: The purpose of the Bus Driver is to provide for the safe transportation of students and authorized adult chaperones to/from school and school related/sponsored activities.

Duties:

1. Operate the school bus in accordance with all laws, policies, and regulations of the State of Indiana, the Indiana Department of Education, and the Franklin County Community School Corporation.
2. Perform daily pre-trip inspection of bus assigned to the route; report critical deficiencies immediately and minor deficiencies as soon as practical to the Director of Transportation or to the Bus Mechanic.
3. Maintain a cooperative working relationship with school staff and other Corporation personnel.
4. Demonstrate a positive, caring, and supportive attitude to students and their parents/caregivers at all times, including, where appropriate, engaging students in positive conversation, without fostering or encouraging intense emotional involvement.
5. Provide direct supervision of students on the bus and enforce the school bus rules for students in a fair and consistent manner, treating students with respect.
6. Maintain a high level of ethical behavior; maintain confidentiality of student information and use discretion at all times regarding personal information.
7. Refrain from using tobacco products on school property or aboard any school bus at any time.
8. Refrain from discussing vulgar, offensive, suggestive, or prejudicial topics/language at any time on the school bus.
9. Conduct emergency evacuation drills as scheduled by transportation staff.
10. Enforce all student rules fairly and equitably as outlined in student/parent handbook. File appropriate disciplinary reports with school administrators.
11. Drive a pre-determined route as detailed in the route description provided by transportation staff, conducting student pickups/dropoffs along the route.
12. Adhere to the established loading and unloading schedules along the route and at each school.
13. Supervise students at transfer sites (if applicable).
14. Wear seat belt at all times and obeys state and federal vehicle laws. Refrains from using a mobile telephone or similar device while the vehicle is in motion.
15. Follow safety procedures and protocols.
16. Attend all meetings and training sessions as instructed.
17. Report all accidents and motor vehicles moving violations promptly to the Director of Transportation.
18. Promptly report any condition that poses a serious safety hazard to students, staff, or the traveling public.

In the case of operating a special needs bus, the following also apply:

19. Maintain knowledge and proficiency in the operation of the wheelchair lift and securements and student restraints.
20. Maintain a cooperative working relationship with the school bus aide.
21. Support the school bus aide in maintaining order and discipline on the bus.
22. Generally direct the school bus aide's activities and take charge in the event of an emergency.
23. Demonstrate an awareness of the potential risk and consistently use universal precautions for infection control.

Skills/Qualifications:

1. Is of good moral character.
2. Does not use intoxicating liquor during school hours.
3. Does not use intoxicating liquor to excess at any time.
4. Is not addicted to any narcotic drug.
5. Has not been convicted of Operating While Intoxicated (OWI) within five (5) years of the proposed hiring date and has no more than one (1) such OWI conviction in his/her lifetime.
6. Is at least twenty-one (21) years of age.
7. Holds a valid public passenger chauffeur's license or commercial driver's license with passenger and school bus endorsements issued by the State of Indiana or any other state with a Bureau of Motor Vehicles Driving Record showing an accumulation of twelve (12) or less points over the past seven (7) years, or an accumulation of no more than six (6) points currently outstanding.
8. Possesses the following required physical characteristics:
 - a. Sufficient physical ability to be a school bus driver, as determined by the State School Bus Committee.
 - b. The full normal use of both hands, both arms, both feet, both legs, both eyes, and both ears.
 - c. Freedom from any communicable disease that:
 - 1) may be transmitted through airborne or droplet means; or
 - 2) requires isolation of the infected person under 410 IAS 1-2.3.
 - d. Freedom from any mental, nervous, organic, or functional disease that might impair the person's ability to properly operate a school bus.
 - e. Visual acuity, with or without glasses, of at least 20/40 in each eye and a field of vision with one hundred fifty (150) degree minimum and with depth perception of at least eighty percent (80%).
9. Holds a valid Certificate of Enrollment or Standard Certificate from the Indiana Division of School Traffic Safety and Emergency Planning.
10. If not employed by the Franklin County Community School Corporation prior to July 1, 2001, shall have earned a high school diploma or its equivalent.
11. For those drivers added to the approved driver list on or after August 1, 2009, shall be properly licensed to drive a school bus with airbrakes.
12. Shall be punctual and dependable in work attendance.

Evaluated by	Director of Transportation
	The employee shall be evaluated annually.