

JOB DESCRIPTION

BARNEGAT TOWNSHIP SCHOOL DISTRICT

BUS DRIVER

QUALIFICATIONS:

1. Valid New Jersey Commercial Driver's License
2. Minimum safe driving experience as determined by the board
3. Sufficient mechanical aptitude to diagnose minor problems and make appropriate repairs
4. Ability to maintain passenger discipline to ensure their safety and well-being and protect against vandalism
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Transportation Coordinator

JOB GOAL:

To transport pupils in a safe and efficient manner and perform all activities related to the operation of the school bus.

PERFORMANCE RESPONSIBILITIES:

1. Conducts a pre-trip and post-trip safety inspection of the bus prior to and at the end of every trip and completes the School Bus Condition Report.
2. Notifies transportation coordinator of any mechanical malfunctions and/or safety hazards.
3. Adheres to established routes, designated bus stops and keeps to assigned time schedule.
4. Provide reasonable assistance to students.
5. 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.
6. Be in full charge of the school bus at all times and report unmanageable students to the district transportation coordinator and/or principal of the receiving school in the district.
7. Transports only authorized pupils and ensures that all students have left the bus at the end of the route.
8. Obeys all traffic laws and observes mandatory school bus safety regulations.

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9. Reports all accidents and pupil injuries immediately to the principal and the school business administrator and completes required reports.
10. Participates in emergency evacuation drills in accordance with administrative code and board policy, and instructs passengers regarding safety regulations and other bus rules.
11. Performs interior bus cleaning duties daily, cleans windows and exterior as needed, and refuels the vehicle.
12. Performs light maintenance (check and replace water, antifreeze, oil and battery water; add air to tires; replace burned out bulbs) as necessary.
13. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
14. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.

TERMS OF EMPLOYMENT:

Full or part-time employment contingent hiring is based upon district needs. Drivers who do not pass mandatory testing requirements, physical exams, fingerprinting, or license renewal will not be permitted to operate a school bus and are subject to job termination. Salary and work year to be determined by the Board of Education.

EVALUATION:

Performance of this job will be evaluated annually in accordance with State law, administrative code, and the provisions of the Board's policy on evaluation of non-certified staff.

LEGAL REFERENCES:

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| N.J.S.A. 2C:12-1 | Assault |
| N.J.S.A. 18A:6-7.1 | Criminal history |
| N.J.S.A. 18A:7-7.1c | Employment of applicant on emergent basis, conditions |
| N.J.S.A. 18A:16-2 | Physical examinations; requirement |
| N.J.S.A. 18A:25-2 | Authority over pupils |
| N.J.S.A. 18A:39-17 | Names, certain information relative to bus drivers to be filed by secretary of the Board of Education |
| N.J.S.A. 18A:39-18 | Information on bus drivers furnished by contractor |
| N.J.S.A. 18A:39-19.1 | Bus driver required to submit certain information to commissioner; notice of pending charges |
| N.J.S.A. 18A:39-20 | Approval |

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N.J.S.A. 18A:39-27 Bus driver required to be on bus when pupil present; exception
N.J.S.A. 39:3B-25 Use of cell phone prohibited while driving school bus, exception;
Fines
N.J.S.A. 39:5D-1 Commercial driver license
N.J.A.C. 6:3-4A.4 Requirements of physical examinations
N.J.A.C. 6A:27 Student transportation
See particularly:
N.J.A.C. 6A:27-11 Safety
N.J.A.C. 6A:27-12.1 Drivers and aides

Immigration and Reform and Control Act of 1988, 8 U.S.C.A. 1100 et seq.

Transportation Employee Testing Act of 1991 School bus drivers, 49 CFR 382.103

Employee Education/Supervisor training, 49 CFR 382.1202, 1203

R.S. 39:3-10.1, Commercial Motor Vehicle Act of 1986