

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Union

BUS OPERATOR

Required Qualifications:

- Must possess a valid Class A or B Commercial Driver's License (CDL) with Passenger and School Bus endorsements
- Medical Examination Report for Commercial Driver Fitness Determination
- Basic knowledge of bus operation, safety and safety equipment
- Thorough knowledge of first aid procedures
- Provide support, instruction and behavior management to help students understand and comply with school bus safety rules
- Ability to interact well with other staff, pupils, parents and general public

Desired Qualifications:

- High school diploma or General Education Diploma (GED)

Performance Responsibilities:

- Conduct pre-trip and post-trip inspections according to state guidelines to ensure the safe delivery of students including the inspection of all lift operations, car seats and tie-downs if applicable
- Follow exact route schedule making stops and picking up students only at approved locations
- Use all signals and ensure that all traffic is stopped before loading and unloading students
- Arrange the seating of students and maintain an accurate seating chart
- Instruct students on the proper methods to board and depart from the bus and see that these instructions are carefully observed
- Be aware of the available medical assistance along route (example: hospital, doctor offices, fire stations)
- Operate hydraulic lift when necessary
- Provide emergency assistance as qualified if needed
- Handle all emergency situations in a calm and orderly manner
- Control pupil behavior on the bus
- Responsible for fueling of the bus
- Responsible for interior cleanliness of the bus
- Observe all state, city and local laws and regulations
- Be in charge of the bus and all the passengers
- Attend state training programs, testing programs, first aid courses and other meetings as required
- Prepare detailed route reports, transportation reports, daily head count reports and bus inspection reports when required
- Perform other duties as assigned by the Safety & Training Specialist and/or designee

Physical Demands:

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 regularly or as needed to move objects

Reports to:

Reports directly to the Safety & Training Specialist and/or designee

Evaluation:

Annual evaluation done by the Safety & Training Specialist and/or designee

Terms of Employment:

10-month employment

Salary:

Salary based upon approved salary schedule - Noninstructional Level P

Job Code:

78030

Board Approval: 08/18/98

Revised: 06/20/06, 01/20/09, 05/17/11, 05/01/12, 06/10/14, 1/23/18, 5/24/19