

Draft 11-6-07

## MERIDIAN SCHOOL DISTRICT CLASS SPECIFICATION

### **BUS DRIVER**

Class Code Number:  
FLSA Designation: Non-Exempt

Pay Grade:  
Effective Date:

### **General Statement of Duties**

Provides safe and efficient transportation of students to and from District schools; performs related work as required.

### **Classification Summary**

The primary function of an employee in this class is to safely operate a school bus, providing routine, safe, and efficient transportation of students and other passengers to and from District schools and other assigned locations on school-related activities. The work is performed under the supervision of the Transportation Supervisor. The primary duties of this class involve driving and are performed in an outdoor environment that may involve exposure to adverse weather conditions and traffic hazards.

### **Examples of Work** (Illustrative Only)

#### **Essential Duties and Responsibilities:**

- Conducts pre-trip inspection of bus to assess safety, mechanical condition, and operability;
- Transports students and other passengers to and from District schools in a safe, timely, and efficient manner, obeying traffic and other applicable regulations;
- Transports students and other passengers to and from other assigned locations on field trips and other school-related activities in a safe, timely, and efficient manner, obeying traffic and other applicable regulations;
- Maintains order among student passengers using prescribed disciplinary methods, including issuing citations;
- Confers with supervisors, parents, and other interested and affected persons about disciplinary problems following District procedures;
- Reports traffic and safety hazards, emergencies, and related incidents and problems to dispatchers;
- Reports mechanical, safety, and other operating problems to designated mechanic or supervisor;
- Maintains seating chart, passenger load, trip reports, route reports, disciplinary action, and other required records, logs, and documents;
- Conducts emergency drills, evacuations, and related drills as prescribed;
- Cleans and maintains interior of bus in a neat and orderly manner;
- Performs other duties as required;
- Performs all work duties and activities in accordance with federal, state, and District policies, procedures, and safety practices.

## **Knowledge, Skills and Abilities**

Knowledge of:

- Methods, techniques, and objectives of driving a school bus;
- Federal, state, local, and other applicable traffic and safety laws, regulations, ordinances, and codes;
- District safety, driving, disciplinary, and other applicable policies and procedures;
- Departmental programs, policies, and operations as applied to the work performed.

Ability to:

- Follow written and oral instructions and observe department policies and procedures;
- Operate and inspect a motor vehicle, specifically a school bus;
- Operate two-way radio equipment;
- Comprehend routes, maps, and schedules;
- Communicate effectively, verbally and in writing;
- Maintain a professional demeanor during stressful situations;
- Establish and maintain effective working relationships with students, principals and administrators, parents, supervisors, other employees, the public, and others;
- Respond to requests in a courteous and effective manner;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.

## **Acceptable Experience and Training**

- High school diploma or GED equivalency; and
- Some experience in school bus operations; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

## **Special Qualifications**

- Valid Idaho driver's license with Class B CDL passenger and air brake endorsements;
- CPR and First Aid certification preferred.

## **Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, discern warning and safety alarms such as sirens and vehicle backup alarms, and communicate effectively with others, in person and by two-way radio;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, maps, routes, and schedules and drive safely in inclement weather conditions and heavy traffic;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a motor vehicle, and specifically a school bus;
- Sufficient personal mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to sit and operate a motor vehicle for long periods of time and work in a school bus/public transportation environment and must be able to lift up to 20 pounds.

- Ability to climb and descend front steps three (3) times consecutively without pausing.
- Ability to move from a seated position in driver's seat of full size bus to rear of bus, open emergency door and exit bus all within 20 seconds.
- Sufficient strength to open and close manually operated door and operate all driver compartment controls while seated and properly buckled in driver's seat.

## MERIDIAN SCHOOL DISTRICT CLASS SPECIFICATION

### BUS DRIVER/SPECIAL NEEDS

Class Code Number:

FLSA Designation: Non-Exempt

Pay Grade:

Effective Date:

#### **General Statement of Duties**

Provides safe and efficient transportation of students with a variety of special needs to and from District schools; performs related work as required.

#### **Classification Summary**

The primary function of an employee in this class is to safely operate a school bus, providing routine, safe, and efficient transportation of students with special needs and other passengers to and from District schools and other assigned locations on school-related activities. The job is differentiated from the Bus Driver position by the additional special needs of the students that must be accommodated and the additional coordination and communication required with the parents and teachers of the students. The work is performed under the supervision of the Transportation Supervisor. The primary duties of this class involve driving and are performed in an outdoor environment that may involve exposure to adverse weather conditions and traffic hazards.

#### **Examples of Work** (Illustrative Only)

##### **Essential Duties and Responsibilities:**

- Conducts pre-trip inspection of bus to assess safety, mechanical condition, and operability;
- Transports special needs students and other passengers to and from District schools in a safe, timely, and efficient manner, obeying traffic and other applicable regulations;
- Transports special needs students and other passengers to and from other assigned locations on field trips and other school-related activities in a safe, timely, and efficient manner, obeying traffic and other applicable regulations;
- Confers with teachers, parents, supervisors, and other interested and affected persons regarding the special needs of individual students;
- Maintains order among student passengers using prescribed disciplinary methods, taking into account the special needs of the students;
- Confers with supervisors, parents, teachers, and other interested and affected persons about disciplinary problems following District procedures;
- Reports traffic and safety hazards, emergencies, and related incidents and problems to dispatchers;
- Reports mechanical, safety, and other operating problems to designated mechanic or supervisor;
- Maintains seating chart, passenger load, trip reports, route reports, disciplinary action, and other required records, logs, and documents;
- Conducts emergency drills, evacuations, and related drills as prescribed, accommodating the special needs of the students;
- Cleans and maintains interior of bus in a neat and orderly manner;
- Performs all work duties and activities in accordance with federal, state, and District policies, procedures, and safety practices.

##### **Other Duties and Responsibilities**

- Performs other related duties as required.

## **Knowledge, Skills and Abilities**

Knowledge of:

- Methods, techniques, and objectives of driving a school bus;
- Methods, techniques, and objectives of transporting special needs students;
- Federal, state, local, and other applicable traffic and safety laws, regulations, ordinances, and codes;
- District safety, driving, disciplinary, and other applicable policies and procedures;
- Departmental programs, policies, and operations as applied to the work performed.

Ability to:

- Follow written and oral instructions and observe department policies and procedures;
- Operate and inspect a motor vehicle, specifically a school bus equipped for transporting special needs students;
- Operate equipment to accommodate special needs students, including but not limited to, wheelchair lifts, tiedowns, seat belts and restraining equipment, specialized safety equipment, and related equipment;
- Operate two-way radio equipment;
- Comprehend routes, maps, and schedules;
- Communicate effectively, verbally and in writing;
- Maintain a professional demeanor during stressful situations;
- Establish and maintain effective working relationships with students, principals and administrators, parents, supervisors, other employees, the public, and others;
- Respond to requests in a courteous and effective manner;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.

## **Acceptable Experience and Training**

- High school diploma or GED equivalency; and
- Two (2) years experience in school bus operations; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

## **Special Qualifications**

- Valid Idaho driver's license with Class B CDL passenger and air brake endorsements;
- CPR and First Aid certification preferred.

## **Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, discern warning and safety alarms such as sirens and vehicle backup alarms, and communicate effectively with others, in person and by two-way radio;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, maps, routes, and schedules and drive safely in inclement weather conditions and heavy traffic;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a motor vehicle, and specifically a school bus; able to lift up to 20 pounds.
- Sufficient personal mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to sit and operate a motor vehicle for long periods of time and work in a school bus/public transportation environment.
- **Ability to climb and descend front steps three (3) times consecutively without pausing.**

### Bus Driver/Special Needs

- Ability to move from a seated position in driver's seat of full size bus to rear of bus, open emergency door and exit bus all within 20 seconds.
- Sufficient strength to open and close manually operated door and operate all driver compartment controls while seated and properly buckled in driver's seat.

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## MERIDIAN SCHOOL DISTRICT CLASS SPECIFICATION

### **BUS DRIVER/ON CALL**

Class Code Number:  
FLSA Designation: Non-Exempt

Pay Grade:  
Effective Date:

#### **General Statement of Duties**

Provides safe and efficient transportation of students to and from District schools; performs related work as required.

#### **Classification Summary**

The primary function of an employee in this class is to safely operate a school bus, providing routine, safe, and efficient transportation of students and other passengers to and from District schools and other assigned locations on school-related activities. This position is differentiated from the Bus Driver position in its assignments; the Bus Driver/On Call position is generally assigned to field trip and extracurricular activities rather than driving an established route. Assignments are generally made through an advance sign-up process. The work is performed under the supervision of the Transportation Supervisor. The primary duties of this class are performed in an outdoor environment that may involve exposure to adverse weather conditions and traffic hazards.

#### **Examples of Work** (Illustrative Only)

##### **Essential Duties and Responsibilities:**

- Conducts pre-trip inspection of bus to assess safety, mechanical condition, and operability;
- Transports students and other passengers to and from District schools in a safe, timely, and efficient manner, obeying traffic and other applicable regulations;
- Transports students and other passengers to and from other assigned locations on field trips and other school-related activities in a safe, timely, and efficient manner, obeying traffic and other applicable regulations;
- Maintains order among student passengers using prescribed disciplinary methods, including issuing citations;
- Confers with supervisors, parents, and other interested and affected persons about disciplinary problems following District procedures;
- Reports traffic and safety hazards, emergencies, and related incidents and problems to dispatchers;
- Reports mechanical, safety, and other operating problems to designated mechanic or supervisor;
- Maintains seating chart, passenger load, trip reports, route reports, disciplinary action, and other required records, logs, and documents;
- Conducts emergency drills, evacuations, and related drills as prescribed;
- Cleans and maintains interior of bus in a neat and orderly manner;

- Performs all work duties and activities in accordance with federal, state, and District policies, procedures, and safety practices.

#### **Other Duties and Responsibilities**

- Performs other related duties as required.

#### **Knowledge, Skills and Abilities**

Knowledge of:

- Methods, techniques, and objectives of driving a school bus;
- Federal, state, local, and other applicable traffic and safety laws, regulations, ordinances, and codes;
- District safety, driving, disciplinary, and other applicable policies and procedures;
- Departmental programs, policies, and operations as applied to the work performed.

Ability to:

- Follow written and oral instructions and observe department policies and procedures;
- Operate and inspect a motor vehicle, specifically a school bus;
- Operate two-way radio equipment;
- Comprehend routes, maps, and schedules;
- Communicate effectively, verbally and in writing;
- Maintain a professional demeanor during stressful situations;
- Establish and maintain effective working relationships with students, principals and administrators, parents, supervisors, other employees, the public, and others;
- Respond to requests in a courteous and effective manner;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.

#### **Acceptable Experience and Training**

- High school diploma or GED equivalency; and
- Some experience in school bus operations; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

#### **Special Qualifications**

- Valid Idaho driver's license with Class B CDL passenger and air brake endorsements;
- CPR and First Aid certification preferred.

#### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, discern warning and safety alarms such as sirens and vehicle backup alarms, and communicate effectively with others, in person and by two-way radio;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, maps, routes, and schedules and drive safely in inclement weather conditions and heavy traffic;
- Sufficient manual dexterity, with or without reasonable accommodation, which

permits the employee to operate a motor vehicle, and specifically a school bus;

- Sufficient personal mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to sit and operate a motor vehicle for long periods of time and work in a school bus/public transportation environment and lift up to 20 pounds.
- Ability to climb and descend front steps three (3) times consecutively without pausing.
- Ability to Move from a seated position in driver's seat of full size bus to rear of bus, open emergency door and exit bus all within 20 seconds.
- Sufficient strength to open and close manually operated door and operate all driver compartment controls while seated and properly buckled in driver's seat.

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## MERIDIAN SCHOOL DISTRICT CLASS SPECIFICATION

### BUS DRIVER SUPERVISOR

Class Code Number:  
FLSA Designation: Exempt

Pay Grade:  
Effective Date:

#### **General Statement of Duties**

Supervises, trains, and evaluates school bus drivers; performs related work as required.

#### **Classification Summary**

The primary function of an employee in this class is to recruit, train, evaluate, and supervise school bus drivers and assistants and to promote safe and efficient transportation of students and other passengers to and from District schools and other assigned locations on school-related activities. Additionally, this position provides training in school bus driving techniques, safety, inspection, and policies and procedures. The position supervises Bus Driver and Bus Assistant positions and is supervised by the Transportation Supervisor. The primary duties of this class involve supervision of drivers and assistants and are performed in an office, classroom, and an outdoor environment that may involve exposure to adverse weather conditions and traffic hazards.

#### **Examples of Work** (Illustrative Only)

##### **Essential Duties and Responsibilities:**

- Provides classroom and behind-the-wheel training to new employees for school bus driver qualifications and other job related procedures.
- Performs accident investigations involving District buses and administers appropriate follow-up and documentation of all school bus accidents.
- Administers district school bus discipline and citation procedures according to established policies to include meeting with parents, students, school administrators and drivers.
- Supervises, trains and evaluates bus drivers and bus assistants. Administers employee disciplinary actions according to policy.
- Responds to inquiries, complaints, and suggestions from parents, students, school staff, drivers, supervisors, the public and other interested and or affected parties.
- Administers department time keeping system for drivers and assistants.
- Establishes and maintains an effective working relationship with school staff, employees, supervisors, district personnel and the general public
- Administers school bus safety training for students using available training aids.
- Coordinates school site traffic patterns and bus parking assignments with school administrator.
- Assists with development and presentation of required in-service and other related site based training.

- Administers department personnel records and other documents and records as required to remain in compliance with state and district regulations.
- Performs duties of a school bus driver or assistant as needed.
- Performs other related duties as required;
- Performs all work duties and activities in accordance with federal, state, and District policies, procedures, and safety practices.

### **Knowledge, Skills and Abilities**

Knowledge of:

- Methods, techniques, and objectives of driving a school bus;
- Methods, techniques, and objectives of school bus driver instruction and qualification, evaluation, and supervision;
- Federal, state, local, and other applicable traffic and safety laws, regulations, ordinances, and codes;
- District safety, driving, disciplinary, supervisory and other applicable policies and procedures;
- Departmental programs, policies, and operations as applied to the work performed.

Ability to:

- Follow written and oral instructions and observe department policies and procedures;
- Train, evaluate and supervise employees;
- Operate and inspect a motor vehicle, specifically a school bus;
- Operate two-way radio equipment;
- Comprehend routes, maps, and schedules;
- Communicate effectively, verbally and in writing;
- Maintain office, school, personnel and individual confidentiality;
- Maintain a professional appearance and demeanor during stressful situations;
- Establish and maintain effective working relationships with students, principals and administrators, parents, supervisors, other employees, and the public,
- Communicate and respond to requests in a courteous and effective manner;
- Employ effective conflict resolution skills and tactics to resolve conflicts with staff, students, parents, district personnel, and public in general.
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

- High school diploma or GED equivalency; and
- Three (3) years experience in school bus operations; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Special Qualifications**

- Valid Idaho Class B CDL with passenger, school bus and air brake endorsements;
- Idaho State school bus driver training and CDL examiner certifications preferred;
- CPR and First Aid certification preferred.

## **Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, use a telephone and two-way radio, and communicate effectively with other employees and the public;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and prepare and review a wide variety of written and electronic text documents;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a motor vehicle, specifically a school bus, and to operate standard office equipment and a personal computer.
- Sufficient personal mobility, agility, and flexibility, with or without reasonable accommodations, which permits the employee to stand or sit for long periods of time, and be able to lift up to 20 pounds and work in an office and transportation environment.
- Ability to climb and descend front steps three (3) times consecutively without pausing.
- Move from a seated position in driver's seat of full size bus to rear of bus, open emergency door and exit bus all within 20 seconds.
- Sufficient strength to open and close manually operated door and operate all driver compartment controls while seated and properly buckled in driver's seat.