Bus Driver and Transportation Support

General Summary

The Bus Driver has the primary responsibility for ensuring the health, safety and welfare of the children, staff and volunteers during bus transportation to and from the campuses of Hershey Montessori School and on field trips. It is also the role of the Bus Driver to guarantee that the bus is clean and in proper working condition at all times; to determine and follow safe and efficient bus routes; to maintain all transportation records required by the program; to ensure bus evacuation drills are held regularly; and, to evacuate children in case of emergency.

Transportation Support has the additional responsibilities of ensuring all campus vehicles (buses and vans) are meeting requirements necessary to fulfill safety laws and regulations, and are fully functional. Transportation Support will ensure any maintenance or repair is taken care of for all campus vehicles.

Essential Functions:

1. Ensures the safety and well-being of children and adults being transported to and from the campuses and on field trips.
2. Arranges for the annual state inspection of the bus prior to the start of the academic year; assures, with prior approval, purchases and/or repairs are made pursuant to state inspection.
3. Completes a comprehensive written inspection of the bus daily, reporting any conditions of concern to the Office Coordinator(s), or Finance Director, before transporting children.
4. Arranges for and ensures completion of routine maintenance of bus (e.g., oil change); transporting the bus to and from maintenance and/or repair facilities.
5. Ensures that the bus always has sufficient fuel.
6. Ensures that there is always fresh drinking water on the bus.
7. Operates bus in such a way that road and safety regulations are always followed; reports any traffic violations to the Finance Director immediately.
8. Follows safe bus loading and unloading procedures.
9. Follows procedures to guarantee no child is left alone on bus without adult supervision at any time, including insuring all children have departed bus at the end of all bus routes (morning, evening and during field trips or other special trips).
10. Keeps the bus clean and free of debris; follows other bus cleaning procedures.
11. Routinely inventories bus emergency and first aid supplies and equipment, reports needs to the Finance Director.
12. Delivers messages/inter-campus mail and other items between the campuses.
13. Works with Office Coordinator(s) to ensure bus evacuation drills are held regularly.
14. In case of accidents/emergencies, evacuates children according to written and practiced procedures.
15. In the event of an accident, assures that medical emergency procedures are followed; completes a written accident report as required.
16. Attends and participates in any continuing education required.
17. Oversight of the care and maintenance of all campus vehicles for student and adult use.
18. Oversight of van certificates.

19. Researches and obtains pricing data and options for replacement and/or additional buses and vans for purchase/lease decision-making.
20. Performs other duties, as assigned.

    The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

Skills and Physical Requirements:

- Possess a current Commercial Driver's License (CDL), hold a current School Bus Driver's Permit, and be certified in First Aid and CPR for all age groups transported.
- Must have a valid Ohio driver's license.
- Ability to pass an annual Ohio School Bus Driver's physical.
- Must be able to comply with background check, including fingerprints, as required.
- Ability to present a positive image of the organization to members of the community.
    - Interpersonal skills using tact, patience and courtesy.
- Ability to comprehend and follow traffic signs required.
- Must be able to physically move through the bus, campuses and classrooms. Manual dexterity sufficient to operate the bus, conduct pre-trip inspections, and clean the bus.
- Must have effective organizational, problem solving, and time management skills.
- Ability to perform responsibilities under pressure and in cases of accidents or other emergencies.

Working Conditions:

Risk involved with travel on main highway, side streets and rural roads during school travel, including evenings and weekends. This job involves sitting for long periods as well as stooping, squatting, lifting, carrying, pushing and climbing. Must be able to work a flexible schedule. Must be able to travel, enter, and exit a vehicle without assistance and withstand exposure to adverse weather conditions. In the rare occasion, may be exposed to blood or bodily fluids.