

Harvard Public School Bus Driver Job Description

It is the policy of Harvard Public School to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Superintendent.

*** This Job Description is in addition to and supplements
the Master Classified Job Description***

- A. Job Title:** Bus Driver
- B. Department:** Transportation
- C. Education Level and Certification:** High school degree or GED. Must maintain at all times during employment an unrestricted motor vehicle operator's license, a school bus permit as required by state and federal laws, and a satisfactory driving record that meets requirements of Board policy.
- D. Reports To:** Superintendent/Principal
- E. Performance Responsibilities and Job Tasks**
 - 1. Follow safety rules as students board and exit buses or cross streets near bus stops.
 - 2. Comply with traffic regulations to operate vehicles in a safe and courteous manner.
 - 3. Check the condition of vehicle's tires, brakes, windshield wipers, lights, oil, fuel, water, and safety equipment to ensure that everything is in working order (pre- and post-inspections).
 - 4. Maintain order among students during trips to ensure safety.
 - 5. Pick up and drop off students at regularly scheduled neighborhood locations, following strict time schedules.
 - 6. Report any bus malfunctions or needed repairs.
 - 7. Drive gasoline, diesel, or electrically powered multi-passenger vehicles to transport students between neighborhoods, schools, and school activities.
 - 8. Prepare and submit reports that may include the number of passengers or trips, hours worked, mileage, fuel consumption, and student behavior.
 - 9. Maintain knowledge of first-aid procedures.
 - 10. Keep bus interiors clean for passengers.
 - 11. Read maps and follow written and verbal geographic directions.
 - 12. Report delays, accidents, or other traffic and transportation situations, using telephones or mobile two-way radios.
 - 13. Regulate heating, lighting, and ventilation systems for passenger comfort.

14. Escort small children across roads and highways if a responsible adult remains in the vehicle.
15. Make minor repairs to vehicles.
16. Perform first aid as necessary for the purpose of meeting the immediate health care needs of passengers.
17. Adhere to the transportation regulations of the Nebraska Department of Education.
18. Perform other tasks or duties as assigned by the Superintendent, Principal or other supervisors.

F. Required Knowledge

The Bus Driver is to possess and effectively utilize knowledge in the following areas:

1. Public Safety and Security—Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
2. Transportation—Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits.

G. Work Activities

The Bus Driver is to perform the following work activities:

1. Operating Vehicles, Mechanized Devices, or Equipment—Running, maneuvering, navigating, or driving vehicles or mechanized equipment. This includes operating school buses and other passenger vehicles and transporting passengers or cargo.
2. Inspecting Equipment, Structures, or Material—Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.

H. Working Conditions

1. In an enclosed vehicle or equipment.
2. Exposure to weather conditions.

I. At-Will Position. This position is an “at-will” position and may be terminated, with or without cause, at any time in the sole discretion of the Superintendent or Superintendent’s designee.

Physical Requirements Bus Driver		Item is not a requirement of the job NE	Occasional -- up to 33% of time NE	Occasional/Essential -- up to 33% of time, absolutely essential to the job E	Frequent -- between 34% - 66% E	Continuous -- over 66% of time E
E = Essential						
NE = Non-Essential						
Stamina						
1.	Sitting				X	
2.	Walking				X	
3.	Standing		X			
4.	Sprinting/Running		X			
Flexibility						
5.	Bending or twisting at the neck more than the average person				X	
6.	Bending or twisting at the trunk more than the average person				X	
7.	Squatting/Stooping/Kneeling				X	
8.	Reaching above the head				X	
9.	Reaching forward				X	
10.	Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)				X	
Activities						
11.	Climbing (on ladders, into large trucks/vehicles, etc.)		X			
12.	Hand/grip strength			X		
13.	Driving on the job					X
14.	Typing non-stop		X			
Use of Arms and Hands						
15.	Manual dexterity (using a wrench or screwing a lid on a jar)			X		
16.	Finger dexterity (typing or putting a nut on a bolt)			X		
Lifting Requirements						
17.	Lifting up to 10 pounds (Mark all that apply)					
	Floor to waist			X		
	Waist to shoulder			X		
	Shoulder to overhead		X			
18.	Lifting 11 to 25 pounds (Mark all that apply)					
	Floor to waist			X		
	Waist to shoulder			X		
	Shoulder to overhead		X			
19.	Lifting 26 to 50 pounds (Mark all that apply)					
	Floor to waist			X		
	Waist to shoulder			X		
	Shoulder to overhead		X			
20.	Lifting 51 to 75 pounds (Mark all that apply)					
	Floor to waist			X		
	Waist to shoulder			X		
	Shoulder to overhead		X			
21.	Lifting 76 plus pounds (Mark all that apply)					
	Floor to waist			X		
	Waist to shoulder		X			
	Shoulder to overhead		X			
22.	Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?	X				
Pushing/Pulling						
23.	25 to 50 pounds			X		
24.	51 to 75 pounds			X		
25.	76 to 90 pounds		X			
26.	Over 90 pounds		X			
Carrying						
27.	10 to 25 pounds			X		
28.	26 to 50 pounds			X		
29.	51 to 75 pounds		X			
30.	76 to 90 pounds		X			
31.	Over 90 pounds	X				