

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**



**JOB DESCRIPTION**

<b>POSITION TITLE:</b>	Bus Operator
<b>CONTRACT YEAR:</b>	192 Days
<b>PAY GRADE:</b>	N/A
<b>BARGAINING UNIT:</b>	FOPE – Transportation

**QUALIFICATIONS:**

**EDUCATION:** Must possess basic comprehension and fluency in English. Standard high school diploma or satisfactory completion of an approved General Equivalency Diploma (GED) Testing Program preferred.

**EXPERIENCE:** Five (5) years of licensed successful driving experience.

**ADDITIONAL REQUIREMENTS:**

1. Must pass a five (5) year driver's license review determined from a Transcript of Driver Record from the Department of Highway Safety.
2. Prior to transporting students on a school bus and before being issued a valid school bus driver's license, each bus operator shall meet the following requirements:
  - a) must have a proper Florida Commercial Driver's License (CDL) with endorsements compatible with the assigned duties of The School Board of Broward County, Florida.
  - b) successfully complete forty (40) hours of pre-service training consisting of at least twenty (20) hours of classroom instruction and at least eight (8) hours of behind-the-wheel training based upon the state of Florida Department of Education Basic School Bus Driver Curriculum.
  - c) demonstrate the ability to prepare required written

reports.

- d) be physically capable of operating the vehicle as determined by an annual physical examination, Form ESE 479, prescribed by the Commissioner and given by a physician designated by The School Board of Broward County, Florida and as determined by a reflex test administered by the school district.
  - e) demonstrate physical and mental capabilities required to carry out all assigned responsibilities as a school bus operator.
3. At the time of reappointment for the next school year, the bus operator of a school bus shall meet the following requirements:
- a) meet all requirements stipulated under qualifications for a bus operator.
  - b) successfully complete a minimum of eight (8) hours of in-service training within the preceding twelve (12) months.
  - c) successfully pass a physical examination, given by a physician designated by The School Board of Broward County, Florida and a reflex test administered by the school district.

This position will include pre-employment drug and alcohol testing. Computer skills as required for the position. Bilingual skills preferred.

**REPORTS TO:** Director, Student Transportation & Fleet Services

**SUPERVISES:** Oversee the students assigned to their bus.

**POSITION GOAL:** To transport students between a designated location and the schools and/or to special destinations safely and promptly. Responsible for daily safety inspection and care of the vehicle operated.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

**The Bus Operator shall:**

1. verify that the bus is in satisfactory condition prior to use by inspecting and activating mechanical and operating parts such as warning lights, turn signals, windshield wipers, gauges, horn, brakes, emergency doors, etc., and by determining that all prescribed safety equipment is in place and legal documents are visible.
2. adhere to bus schedule precisely to meet students at designated times and locations and to transport them to schools or other approved destinations.
3. operate bus in a manner to provide prompt and safe transportation.
4. operate all safety equipment such as stop arms, warning lights, etc., in a responsible manner.
5. contact transportation terminal office for instructions when confronted by unusual situations; report accidents and crime observed while operating the bus.
6. maintain acceptable behavior of student passengers as follows: assign seating arrangements and monitor seating assignments; inform students of behavior and safety rules and enforce rules, as necessary; reprimand unruly students verbally or with written referrals; report unauthorized passengers; discharge students only at authorized locations.
7. prepare reports and complete forms necessary to fulfill state and district requirements, such as bus schedule work sheets, bus seating charts, pre-trip inspection reports, FTE surveys, injury and incident reports, referrals, student count reports, etc.
8. cultivate a congenial rapport with parents, students, guardians, school staff members, citizens and all other individuals; use two-way radio in an appropriate and professional manner.
9. arrange for or perform bus maintenance as follows: position bus at fuel stations for fuel, oil and cleaning; insert fuel card into computer terminal and dial in mileage to record required information; sweep bus floors after use; inspect bus for torn seats, graffiti, vandalism etc.; prepare requests for repairs.
10. assist bus attendant, as necessary, with the loading, securing and care of handicapped students.
11. master the principles of first aid and administer as needed.
12. assume responsibility for operation of lift buses and securing wheelchairs and other special equipment (mainstream students).
13. perform and promote all activities in compliance with equal employment and non-discrimination policies of The School Board of Broward County, Florida.
14. participate successfully in the training programs offered to increase the individual's skill and proficiency related to the assignments.
15. review current developments, literature and technical sources of information related to job responsibility.
16. ensure adherence to good safety procedures.
17. follow federal and state laws, as well as School Board policies.
18. perform other duties as assigned by director, supervisor or designee.

**SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:**

Frequent contact with students, parents, guardians, school staff members, citizens and all other individuals while providing transportation services in a safe, efficient, cooperative and courteous manner.

**PHYSICAL REQUIREMENTS:**

Medium work: 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 as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board and subject to the Collective Bargaining Agreement.

**FLSA OVERTIME CATEGORY:**

Job is not exempt from the overtime provisions of the Fair Labor Standards Act.

**EVALUATION:**

Performance will be evaluated in accordance with Board Policy.

Revised: 6/18/96 &  
Adopted 7/16/96  
Calendar Change: 7/29/97 Item G-3  
Board Adopted: 12/16/03  
Revised: 12/21/06

Board Approved: 10/16/2012  
Board Adopted: 11/7/2012