

**Summary Information:**

**Classification Title:** Bus Driver **Date Prepared:** 04/2003  
**FLSA Status:** Non-Exempt

**Typical Decisions and Recommendations Provided to Others:**

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

**Activity Identification****Activity Name**

448	Bus Driving	Drive school buses or other vehicles involved in student transportation program.
450	Student Supervision	Supervise students while on buses.
049	Travel Time	Time spent traveling to meetings, between schools, or for other purposes. Does not include commuting between work and home.
443	Bus Inspections	Inspect buses for cleanliness and serviceability.
406	Safety Program	Design, implement, and evaluate safety and accident prevention programs. Educate students and staff.
316	Public Relations	Address questions, concerns and requests from members of the public.
179	Psychological Conferences/ Staffing	Meet with students, parents, and school staff to discuss student problems and needs.
447	Conduct Reporting	Prepare conduct reports on behavior of students. May include meeting with principals, students, or drivers.
031	Liaison	Liaison between staff, parents, students and principal.
222	Immediate Care	Delivery of first aid to students and staff. Report and record accidents and injuries.
409	Dispatching	Dispatch appropriate information to proper authorities.
613	Self-Development	Attend workshops, seminars and/or conferences to sharpen job-related skills. Maintain on-going knowledge of new developments in field of expertise, policies, procedures, laws and ordinances, etc.
999	Assigned Duties	Perform other duties as assigned.

**General Classification Specification Factors:**

**Education/Experience:** High School Diploma or equivalent with no related experience required;  
and  
Appropriate certification/license is required

**Supervisory Responsibility:** None

**Type of Supervision:** N/A.

Effective Date: 07/01/2003