

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: LEAD BUS DRIVER TRANSPORTATION DEPARTMENT**

#### **GENERAL STATEMENT OF JOB**

The lead bus driver is a fully qualified school bus driver who operates school buses on regularly assigned bus routes. The lead bus driver is assigned to one of seven bus-parking sites over which a Zone Transportation Supervisor (ZTS) has dual supervisory responsibility or, is assigned to one of the seven shuttle point sites. The lead bus driver works directly under the supervision of a ZTS, monitors driver activities for up to 30 school bus drivers and ensures the pre-and post-trip bus inspections conducted by each school bus driver are completed. Limited interaction is required with parents, students, teachers and school administrators to ensure the safety and discipline programs are enforced and proper transportation service is provided. Lead drivers assigned the shuttle point sites are also responsible to ensure the safety of students during the student exchange process. As time permits and where activity buses are assigned, assist the (ZTS) in the administration of the activity bus issue/return program. Some supervisory duties may be assigned. Reports to the ZTS.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Serves as the ZTS's representative to act as the on-scene supervisor when, due to other duties, the ZTS cannot be present to supervise school bus drivers at the bus-parking site.

Is an 11-month employee assigned to operate a school bus.

Presents GCS, Dept. and ZTS policies to bus drivers at his/her assigned site.

Coordinates school bus driver route coverage assignments with the ZTS to assure that each bus at the site has a driver or that alternate plans for coverage of the route are enacted.

Receives ZTS copies of bus driver reports of student discipline problems, bus driver leave requests, time and attendance documents, and other pertinent paperwork from employees at that bus-parking site. Transports documentation collected and secures necessary information for distribution to the ZTS office.

Shuttle point lead drivers report to their ZTS office daily. Non-shuttle point lead drivers report to their ZTS office no more than twice per work week.

Disseminates safety information from the ZTS to the school bus drivers and safety assistants assigned to the bus-parking site.

If activity buses are assigned, receives the schedule for activity buses assigned to the bus-parking site from the zone routing specialist. Oversees the distribution of activity bus trip data forms, keys, bus safety inspection forms, fuel cards, and other information pertinent to the use of activity buses for those activity buses assigned to the staging site.

Receives completed activity bus trip data forms, bus safety inspection forms, keys, fuel cards, and any other information pertinent to the use of activity buses and forwards same to the Zone Routing Specialist for billing and payroll entry.

Maintains regular office hours at the bus-parking site as directed by the ZTS. Provides assistance as requested to the schools served by the staging site during those hours.

Shuttle point lead drivers oversee the exchange of students between buses at the shuttle point sites, ensuring student safety. Releases buses from the shuttle point site once all student exchanges are made.

Notifies the ZTS of bus delays and problems encountered at the shuttle point site.

Performs required pre-trip and post-trip inspections and document inspections of assigned bus as required by Transportation Department Operating Instructions for bus drivers. Reports mechanical defect(s) or failure(s) to either the ZTS, the Zone Routing Specialist, the mechanic on-duty at the bus-parking site or to the bus garage control room. In the event the assigned school bus is declared unfit for service, performs pre- and post-trip inspections on substitute school bus.

In accordance with Transportation Department Operating Instructions for bus drivers, performs required post-trip inspection, to detect students who may still be on board the school bus asleep or incapacitated, to detect any other irregularities or vandalism to the bus interior.

Operates the assigned school bus on the route(s) and schedule provided by the ZTS.

Reports to the ZTS, on the day of occurrence, any students added to or deleted from the route by the school principal which will necessitate a change in the route, bus stops and/or schedule.

Obeys all traffic laws and school bus regulations while operating the school bus.

Observes all safety regulations and standards for school buses. This includes being able to clear a school bus and evacuate students, including incapacitated students, quickly in the event of an emergency.

Monitors the discipline of students assigned to ride their school bus. Establishes and announces to the students, a discipline plan that is consistent with school disciplinary objectives, as stated by the principal, and which provides a clear, decisive, progressive plan of consequences for

students who cause disciplinary problems and rewards for those who maintain proper school bus safety standards.

Reports undisciplined students to the proper authority when the incident occurs.

Discharges students only at the authorized school or bus stop locations.

Transports only authorized students.

Keeps the school bus clean and free of papers, bottles, cans food wrappers and other items, which may present a safety problem.

Reports all accidents as required by Transportation Operating Instructions and remains at the scene of the accident until released by the on-scene transportation supervisor.

Completes all required reports, including such reports as may be required in the event of an accident or incident aboard the school bus.

Remains in charge of all students aboard the bus at the time of an accident, determining the existence and extent of any injuries and maintaining the safety of all passengers.

Secures the assigned bus before leaving the vehicle at the conclusion of a run or route. This includes parking the vehicle properly, making a visual inspection of the bus to check for damage and the possibility of remaining passengers (replace All-Out Flag or disarm child minder alarm), and securing all windows and doors to protect the interior of the vehicle.

Maintains acceptable relationships with parents/guardians of students transported and with school personnel as defined in Dept. operating instructions and The Handbook for the School Bus Driver and The Safety Assistant.

Performs other duties at the bus-parking site as assigned by the ZTS.

#### MINIMUM TRAINING AND EXPERIENCE

Graduation from high school with at least 5 years of school bus driving experience is required. At least two years of experience supervising employees is required.

#### SPECIAL REQUIREMENTS

Must possess and maintain a valid North Carolina Class A or Class B Commercial Driver's License with school bus and passenger endorsements.

Must maintain active status as a school bus driver.

## MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

**Physical Requirements:** Must be physically able to operate a school bus. Must be able to quickly decelerate the bus and firmly apply the brake in an emergency situation. Must be able to turn the steering wheel of the vehicle rapidly in an emergency situation. Must be able to begin in a seated position with seat belt fastened, parking brake released, and engine running, secure the bus (parking brake set, key removed), rise from the seat, exit through the rearmost emergency exit, and be in position to assist passengers in exiting the bus within 20 seconds. Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Physical demand requirements are for Medium Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information in an effective manner. Includes receiving instructions, assignments and/or directions from superiors, and communicating information and instructions to students and other persons.

**Language Ability:** Requires the ability to read correspondence, reports, instructions, etc. Requires the ability to prepare correspondence, reports, etc., using proper format. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract totals.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in operating a school bus.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Requires sufficient hearing ability to distinguish warning sounds made by horns, screeching tires, sirens, grade-crossing alarms or train whistles. Hearing a forced whispered voice in the better ear at a distance of five feet is considered adequate hearing.

## KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of safe and efficient practices and procedures used in the operation of a school bus.

Considerable knowledge of traffic laws, school bus regulations and school principal site rules.

Considerable knowledge of safety regulations and standards for school buses.

Considerable knowledge of the contents of The Handbook for the School Bus Driver and the Safety Assistant.

General knowledge of applicable Transportation Department Operating Instructions.

Ability to physically inspect the bus according to Transportation Department Operating Instruction 15.

Ability to deal effectively with people in a supervisor/employee relationship.

Ability to detect and report observable mechanical defects or failures on the school bus.

Ability to maintain discipline of students assigned to ride the school bus.

Ability to maintain a clean school bus.

Ability to complete required reports including their time card.

Ability to understand and follow oral and written instructions.

Ability to exercise independent judgment and initiative in applying standards to a variety of work situations.

## DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

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