

# WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

## SCHOOL BUS DRIVER

### QUALIFICATIONS:

- High School Diploma or equivalent
- Must hold a valid New Jersey CDL License Class B with passenger and school bus endorsements and no passenger restrictions
- Have a good driving record and no criminal record
- Demonstrate aptitude or competence for assigned responsibilities
- Ability to maintain passenger discipline to ensure their safety and well-being and protect against vandalism
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

### REPORTS TO:

Director of Transportation  
Assistant Director of Transportation

### SUPERVISES:

N/A

### JOB GOAL:

To provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the district's curriculum and extra-curricular program.

### PERFORMANCE RESPONSIBILITIES:

1. Conduct a daily safety inspection of the bus, complete the School Bus Condition Report and submit weekly.
2. Obey all traffic laws.
3. Notify the proper authority in case of mechanical failure or lateness.
4. Observe all mandatory safety regulations for school buses.
5. Maintain discipline when students are on the bus.
6. Report undisciplined students to the proper authority.
7. Adhere to established routes, designated bus stops and keep to assigned time schedule.
8. Discharge students only at authorized stops.
9. Keep assigned bus clean and fueled.
10. Exercise responsible leadership during school trips.
11. Transport only authorized students.
12. Report all accidents and complete required reports.
13. Enforce regulations against smoking and eating on the bus.
14. Attend all department safety meetings and trainings.
15. Perform any and all other bus driver duties as may be assigned by the Supervisor.

### TERMS OF EMPLOYMENT:

This is a ten month position. Salary, holidays and benefits are per the WTEA collective bargaining agreement.

### EVALUATION:

Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of support staff.

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STATEMENTS OF AGREEMENT:

Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

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Signature

Date

Approved: 5/9/1994  
Revised: 8/27/2008  
10/14/2020