

JOB TITLE
BUS DRIVER/COMPOUND ASSISTANT

DIVISION
ADMINISTRATION

REPORTS TO
AREA COORDINATOR

SALARY SCHEDULE & GRADE
IB, GRADE 5

LENGTH OF WORK YEAR
184 DAYS

DATE
JULY 1, 2007

SCOPE OF RESPONSIBILITIES

Assists the compound administrators with the daily operation of the assigned compound and drives a school bus as assigned.

PERFORMANCE RESPONSIBILITIES

1. Operates the school bus in accordance with all laws, rules and regulations of the State Board of Education and the Jefferson County Public Schools.
2. Responsible for daily compound operations as assigned by the Area Coordinator and/or Assistant Coordinator.
3. Maintains familiarity with bus routes and area to which assigned.
4. Proficient in basic computer skills to effectively operate District computer programs.
5. Assist supervisor in routing, scheduling, and updating current data relative to the operation of the compound.
6. Provides effective communication with parents, students, community organizations, and District personnel.
7. Schedules school bus fleet for maintenance to ensure safe transportation for District students.
8. Performs other duties as assigned by Area Coordinator.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push, or pull medium weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. Valid commercial driver's license with evidence of a good driving record
3. Must be 21 years of age
4. Practices effective written and verbal communication skills

DESIRABLE QUALIFICATIONS

1. Satisfactory experience as a school bus driver
2. Knowledge of all Federal and State Pupil Transportation regulations

070701
08006-05-417