



CLASSIFICATION DESCRIPTION

TITLE: BUS DRIVER (P/T, SEASONAL, TEMP.) JOB CODE: 6 (Non-Exempt)

GENERAL DESCRIPTION OF DUTIES

Under general supervision, the purpose of this position is to transport students to and from various extra curricular activities, planned events and other functions. Objective is to provide safe transportation for students and other parties. Performs related work as directed.

SPECIFIC DUTIES AND RESPONSIBILITIES

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Operates transportation vehicle with heightened awareness of driving conditions and surroundings and in observance of established safety precautions and driving procedures.
- Stops vehicle at assigned locations and destinations, ensures passengers enter and exit the vehicle safely, assumes responsibility for the safety of all passengers.
- Instructs children in safety precautions and practices; maintains discipline; reports unruly behavior to program administrator.
- Signals children when to cross street or highway and assures that children are safely across before departure of bus.
- Identifies efficient routes for scheduled activities.
- As required, prepares daily logs and reports of transportation activities.
- Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

High School Diploma or GED; supplemented by one (1) year experience in student transportation, public transportation or related field; or an equivalent combination of education, training, and experience. Must possess and maintain Florida CDL Class "B" license (Passenger and Air Brake endorsement), provide evidence of having completed a driver training course and possess an acceptable driving record.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Must possess and maintain a valid Florida CDL Class “B” license.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to understand and follow written and oral instructions.
- Ability to adhere to prescribed routines and practices.
- Knowledge of all local, State and Federal driving laws and regulations as they related to public transportation.
- Knowledge of transportation vehicle operations and general maintenance.
- Considerable knowledge of City roads and transportation routes; ability to read and interpret public road maps.
- Ability to work outdoors for extended periods of time with exposure to fluctuations in temperature and weather.
- Ability to carry out assignments with minimal instructions.
- Ability to establish and maintain effective working relationships with supervisors.
- Ability to work independently to carry out assignments to completion.
- Ability to perform duties with a professional and cooperative work ethic.

PHYSICAL REQUIREMENTS

- While performing the essential functions of this job the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift and/or move up to 50 pounds.
- While performing the essential functions of this job the employee is occasionally required to push and/or pull over 100 pounds.
- While performing the essential functions of this position the employee is frequently exposed to fumes or airborne particles.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.