

JOB TITLE: RELIEF BUS DRIVER

JOB DESCRIPTION:

This employee is responsible for the safe and efficient delivery of students to and from designated schools or other destinations in accordance with the laws of the State of Florida, rules of the State Board of Education, and policies and procedures of the District School Board of Pasco County.

Duties of this position include but are not limited to:

1. Studying and observing all laws and regulations of the State Board of Education and the School Board relating to the transportation of students.
2. Passing an annual physical examination and meeting such other requirements as may be prescribed by law or regulation.
3. Being clean and neat in appearance and refraining from the use of tobacco while operating the bus and use of profane language in the presence of students.
4. Attending and participating in conferences and training classes for school bus drivers and being prepared at any time to pass successfully a reasonable examination concerning traffic laws, state and local transportation regulations, and driving skills.
5. Ascertaining and ensuring that transported students observe all regulations prescribed by law and by the State and local Board.
6. Maintaining order and discipline on the part of every passenger under the direction of the school principal.
7. Permitting a student to leave the bus only at a regular stop except upon written request of parents and approval of the principal or at the direction of the principal.
8. Instructing students when leaving the bus at stops without personal or mechanical traffic controls to cross the highway or park strip on divided highways in front of the bus only after approaching vehicles have stopped. At stops with traffic control lights, school crossing guards, or traffic officers, students will be instructed to wait a safe distance from the roadway until a signal to cross is given by the person or device directing the flow of traffic.
9. Instructing transported students in safe riding practices.
10. Supervising emergency evacuation drills at least twice each school year as directed by the school principal.
11. Using the bus, if it is publicly owned, only to transport students to and from school except upon specific direction of the Superintendent or from the principal upon written authorization by the Superintendent.
12. Preparing immediately after every accident involving a school bus or school bus passenger an accident report to be filed with the

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Superintendent.

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- Superintendent.
13. Actuating the amber lights at a point approximately 200 feet from the student stop or at such greater distance as is necessary due to traffic speed and road conditions as a warning to traffic that the bus is approaching a student passenger stop. When the bus has stopped and before the door is opened, the amber lights shall be deactivated and the stop signal arm supplemented by flashing red lights shall be displayed as due warning that students are being loaded or unloaded. The bus door shall not be opened to unload students until approaching traffic in the immediate vicinity of the bus has stopped.
 14. Ascertaining and ensuring that all students are off the bus before filling the gasoline tank.
 15. Bringing bus to a stop at least 15 feet from the nearest rail of a railroad grade crossing. The driver shall not proceed across tracks until after looking carefully in each direction, opening the door and listening for the sound of an approaching train, and determining that it is safe to proceed. The bus door shall be closed before proceeding across the tracks of a railroad.
 16. Driving always at a safe speed and never in excess of 30 miles per hour in a business or residential district or 55 miles per hour outside business or residential districts.
 17. Cooperating with duly authorized school officials, mechanics, and other personnel in the mechanical maintenance and repair of the school bus in overcoming hazards which threaten the safety or efficiency of service.
 18. Making daily pretrip inspection of the bus and reporting any defect affecting safety or economy of operation immediately to authorized personnel.
 19. Keeping the bus clean and neat at all times.
 20. Preparing reports, keeping all required records, and otherwise assisting school officials in mapping bus routes, planning schedules, and obtaining information for a continuous study of all phases of transportation service.
 21. Reporting immediately to the school principal or other designated officials:
 - a. misconduct on the part of any pupil while on the bus or under the immediate supervision of the bus driver.
 - b. complaints requiring attention of school authorities.
 - c. any hazards which would offer either a present or a potential threat to the safety of students in the care of the bus driver.
 - d. causes for failure to maintain the school bus time schedule.
 22. Maintaining as far as practicable by patient and considerate treatment of parents a feeling of security in the safety of students transported.

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23. Substituting as school Bus Driver or Transportation Assistant.
24. Driving extra-curricular field trips during times when students are being transported to and from school.
25. Assisting with driver training.

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25. Assisting with driver training.
26. Monitoring routes.
27. Assisting with discipline on buses.
28. Other duties as assigned.

REQUIRED QUALIFICATIONS:

1. At least five (5) years of licensed driving experience.
2. Appropriate valid Florida driver's license for vehicle(s) driven.
3. Demonstrated ability to safely operate the type and size vehicle assigned and demonstrated knowledge of all requirements for school bus drivers as prescribed by state traffic laws and regulations of the State Board and School Board.
4. Demonstrated ability to prepare required written reports .
5. Physically capable of operating the vehicle as determined by a physical examination prescribed by the Commissioner of Education and given by a physician designated by the School Board.
6. Hold a valid school bus driver's license issued pursuant to Section 6A-3.15, FAC.
7. Demonstrated record of safe driving.
8. Willingness to work a flexible schedule.
9. Demonstrated ability to successfully work with different groups of students, parents, and school staff.
10. Demonstrated record of good attendance.

DESIRED QUALIFICATIONS:

1. Previous school bus driving experience.
2. One (1) or more years of school bus driving experience for the District School Board of Pasco County.