



HACKENSACK PUBLIC SCHOOLS
191 Second Street, Hackensack, NJ 07601

JOB DESCRIPTION

TITLE:	Bus/Van Driver	
REPORTS TO:	Business Administrator	
DATE APPROVED:	Readopted – August, 2019	BY: Board of Education

NATURE AND SCOPE OF JOB:

The Bus/Van Driver transports students in a safe and efficient manner and performs all activities related to the operation of the school bus.

QUALIFICATIONS:

1. Hold and maintain a Valid Commercial Driver's License.
2. Be a reliable person of good character who shall possess the qualifications and communication skills necessary to perform the duties of the position and comply with the rules set forth for drivers in all federal, state and local regulations including, but not limited to, the Omnibus Transportation Employee Testing Act, N.J.S.A. 18A:39-17 through 20 (background check), and tuberculosis testing.
3. Have a minimum of three years' previous safe driving experience.
4. Have sufficient mechanical aptitude to diagnose minor problems and make appropriate repairs.
5. Hold and maintain a valid driver's license for the type of equipment to be driven, with no serious violations.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Exhibit a personality that demonstrates skills to relate well with students, staff, administration, parents and the community.
8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
9. Demonstrate aptitude and competence for assigned responsibilities.
10. Provide proof of U.S. citizenship or legal resident alien status and required criminal background check.
11. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.

TERMS OF EMPLOYMENT:

Twelve (12) month work year; salary and benefits as per the Collective Bargaining Agreement; and all conditions established by the laws of the State of New Jersey, and policies and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

PERFORMANCE RESPONSIBILITIES:

1. Drives school buses and transports students between pickup points and school or to various events, activities, and destinations.
2. Be in full charge of the school bus at all times and report unmanageable student to the district transportation supervisor and principal of the receiving school on the district prescribed incident/discipline form.
3. Checks, cleans, and performs minor servicing of buses.
4. Checks gas, battery, oil, and water before departure.
5. Checks vehicle for operating safety
6. Assists disabled children and others out of and into vehicles when there is no bus attendant assigned.

7. Reports if a student assigned to a special education route is not present at the assigned bus stop for three consecutive days, the bus driver shall report this absence to the district transportation department. Failure to do so will result in a deduction of the per diem rate for each day not notified.
8. Demonstrates knowledge of assigned routes and stops by actually driving the route and noting stops before the first day of service without students aboard. It is the contractor's responsibility that the drivers meet this requirement at no cost to the Hackensack Public School District.
9. Be in full charge of the school bus at all times and report unmanageable students to the district transportation supervisor and principal of the receiving school on the district prescribed incident/discipline form.
10. Adheres to safety rules when loading and unloading pupils.
11. Prepares simple reports and keep logs of trips
12. Conducts a pre-trip and post trip safety inspection of the bus prior to every trip and complete the School Bus Condition Report.
13. Notifies Business Administrator of any mechanical malfunctions and/or safety hazards.
14. Adheres to established routes, designated bus stops and keep to assigned time schedule.
15. Transports only authorized students.
16. Obeys all traffic laws and observe mandatory school bus safety regulations.
17. Maintains discipline on the bus and report violations to the Principal or designee.
18. Displays the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
19. Serves as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
20. Participates in appropriate in-service and workshop programs and attend any required meetings.
21. Uses computers and/or electronic equipment to fulfill job functions.
22. Protects confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
23. Adheres to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures and contractual obligations.
24. Performs any duties that are within the scope of employment, as assigned by the School Business Administrator, and not otherwise prohibited by law or regulations.
25. Reports all accidents in accordance with N.J.S.A. 39-4:130.
26. All other duties as assigned by Superintendent.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of this position.

Unless reasonable accommodations can be made while performing this job, the staff member shall:

1. Sitting, standing and walking for required periods of time.
2. Speaking, listening and visual acuity.
3. Use close vision, color vision, peripheral vision and depth perception along with the ability to adjust focus.
4. Able to communicate effectively in English, verbally and in writing, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
5. Use strength to lift and/or move up to a maximum of 20 pounds to perform the functions of the job.

6. Reaching, lifting, bending, kneeling, stooping, pushing, pulling, finger dexterity, and repetitive motions, to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

Performance of this job will be evaluated annually in accordance with New Jersey State Law and the provisions of Board policy on evaluations.