

ABSECON PUBLIC SCHOOLS

Job Description

TITLE: School Bus Driver

QUALIFICATIONS - Required:

1. High School Diploma
2. Passes valid CDL Passenger License
3. Valid NJ driver's license, for at least five (5) years
4. Excellent interpersonal skills
5. Ability to follow directions and adhere to rules and regulations
6. Ability to relate to school age children from PreK-12
7. Ability to learn bus routes and be on time
8. Ability to control a school bus in emergency situations
9. Ability to work a flexible work day in morning and afternoon
10. Ability to pass the requirement physical examination to obtain CDL license
11. Ability to pass the required Criminal History Review
12. Ability to pass the Sexual Misconduct Child Abuse Disclosure
13. Ability to work collaboratively and professionally with all members of the school community
14. Makes positive student interaction a priority

QUALIFICATIONS- Desired:

1. Current CDL license
2. 2-3 years driving a school bus

REPORTS TO:

- ✓ Superintendent of Schools
- ✓ Business Administrator

JOB GOAL:

- ✓ Provide safe and efficient transportation so that students may enjoy the fullest possible advantages from the district's curriculum and extracurricular program.

PERFORMANCE RESPONSIBILITIES:

1. Obeys all traffic laws
2. Observes mandatory safety regulations for school buses
3. Maintains discipline when students are on the bus
4. Reports unruly students to the proper authority
5. Keeps assigned bus clean
6. Keeps to assigned schedule
7. Checks bus before each operation for mechanical defects
8. Checks bus after each run to ensure all students are off the bus
9. Notifies proper authority in case of mechanical failure or lateness
10. Discharges students only at authorized stops
11. Exercises responsible leadership when on out-of-district school trips
12. Transports only authorized students and authorized school personnel
13. Reports all accidents and completes the required reports
14. Enforces regulations against smoking and eating on the bus

ABSECON PUBLIC SCHOOLS

WORKING CONDITIONS:

- ✓ Transportation Department
- ✓ School Bus
- ✓ Available for morning, afternoon, and evening runs
- ✓ Available for multiple runs per day
- ✓ Willing to train individuals wanting to be a bus driver

PHYSICAL REQUIREMENTS: *The physical demands are representatives of those that must be met to successfully perform the essential functions of the position. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.*

1. Able to climb steps to enter the bus
2. Able to drive a 54 passenger bus
3. Able to raise arms and use hands to steer a school bus
4. Able to lift a minimum of 50 lbs.
5. Able to tilt head to look into rearview mirror to monitor students
6. Able to sit and drive a school bus for long periods of time
7. Able to walk through and clean out a school bus

APPLICATION PROCEDURE:

Letters of interest, resume, and letter of recommendation to:
Dr. Daniel J. Dooley, Superintendent
Email: ddooley@abseconschools.org

SELECTION PROCEDURE:

Interview: Virtual or in person

Absecon Board of Education is an Affirmative Action/Equal Opportunity Employer.