

**WAYNE TOWNSHIP PUBLIC SCHOOLS**  
**Wayne, New Jersey**  
**JOB DESCRIPTION**

**TITLE: G-103 - Driver**

**EDUCATION AND EXPERIENCE REQUIRED:**

1. High school diploma or GED preferred.
2. Possess a valid driver's license (CDL) with P and S endorsement required.
3. Possess a valid driver's license (CDL) with Air Brake endorsements preferred.
4. A driving record with no serious violations.
5. Demonstrated ability to follow specific directions when required.
6. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
7. Demonstrate the ability to read, write, speak, understand and/or communicate in English sufficiently to perform the duties of this position.
8. Demonstrate the ability to use vehicle equipment, vehicle management and telecommunications.

**REPORTS TO:**

Dispatcher

**JOB GOAL:**

The Driver will assist the Dispatchers and Director of Student Transportation with the daily operation of the school transportation program and ensure the safe and efficient transport of pupils to curricular and extracurricular activities. The Driver will assist the Dispatchers and Director of Student Transportation with supporting and ensuring efficient transportation, district vehicle fleet management and communication services.

**PERFORMANCE RESPONSIBILITIES:**

1. Conducts a safety inspection of the bus prior to every trip and completes appropriate reports and documentation. Checks assigned vehicle before each operation for mechanical defects.
2. Notifies supervisor immediately of any mechanical malfunctions and/or safety hazards and lateness..
3. Keeps to assigned schedule and transports only authorized students. Discharges students only at authorized stops on an assigned route.
4. Evaluates route direction and stop locations for any safety concerns, and reports those concerns to dispatch.
5. Keeps and maintains current and accurate route directions in the bus at all times. All route directions must be legible. All old route directions are to be removed and discarded.
6. Keeps and maintains bus seating charts for all routes.
7. Reports immediately all accidents and/or pupil injuries to the appropriate supervisor and completes required documentation.

8. Participates in emergency evacuation drills in accordance with Board policy and instructs passengers regarding safety regulations and other vehicle rules.
9. Obeys all traffic laws.
10. Observes all mandatory safety regulations for school buses/vans.
11. Maintains discipline on the bus and reports violations to the building principal or other authorized individual in accordance with established Board policies and procedures.
12. Exercises responsible leadership when on out-of-district school trips
13. Keeps assigned vehicle clean.
14. Enforces regulations against smoking and eating on the bus/van.
15. Assumes the responsibility for the safety of all students transported.
16. Participates in staff development opportunities in accordance with state law and regulation as well as with district guidelines and resources to enhance job related skills and knowledge.
17. Performs any duties and responsibilities that are within the scope of employment, as assigned by the Director of Student Transportation, and not otherwise prohibited by law or regulation.

#### **TERMS OF EMPLOYMENT:**

Salary and work year to be determined by the Board of Education. This position is part of the International Brotherhood of Teamsters, Local 11..

#### **ANNUAL EVALUATION:**

Performance of this position will be evaluated annually in accordance with the Board's policy on the evaluation of non-certificated staff.

#### **PHYSICAL REQUIREMENTS:**

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 the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

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

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers 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

**BOARD APPROVAL DATE:** September 9, 2021, Agenda Item T-17