



EMPLOYEE NAME: _____

Created: 11/10; Revised: 10/12; 3/15; 10/16; 6/18

JOB DESCRIPTION

POSITION TITLE: School Bus Relief Driver	JOB CODE: SUB5
DIVISION: Operational Support	SALARY SCHEDULE: Transportation
DEPARTMENT: Transportation	WORK DAYS: As needed
REPORTS TO: Field Coordinator	PAY GRADE: NE01, Step 1
FLSA: Non-Exempt	PAY FREQUENCY: Varies based on primary job
PRIMARY FUNCTION: In the absence of the regular school bus driver, transports students to and from assigned education center, controls passenger behavior, and maintains safe operation of the assigned bus on as needed basis.	

REQUIREMENTS:

1.	Educational Level: High School Education or GED preferred
2.	Certification/License Required: Valid Georgia Commercial Driver License with an S and P and air brake Endorsement (must be at least 21 years of age to obtain license). No CDL required to apply for position. Valid Class A, B or C Driver’s License needed in order to apply for position; required to have held a valid driver’s license for a minimum of three years prior to application date; must be able to obtain PERMIT for Commercial Driver’s License before entering Bus Driver Training Program.
3.	Experience: Must successfully complete Bus Driver Training Program provided by Cobb County Transportation Department
4.	Physical Activities: Lifting, bending, sitting for prolonged periods, upper body mobility, ability to lift equipment and/or student weighing 40 pounds; pre-employment and annual physical examination required
5.	Knowledge, Skills, & Abilities: Written and oral communication

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance; work hours are a split shift and may vary during the school year.
2.	Contacts dispatch during timeframe published in the Driver’s Handbook to report same day absences.
3.	Drives designated route according to stop schedule and transports students to and from school.
4.	Performs pre-trip inspection of bus as required by Department regulations and post-trip inspection for children who may be left on bus.
5.	Fuels assigned bus as needed and records data in auto-fueling system.
6.	Delivers bus to Fleet Maintenance shop as directed by pre-arranged monthly schedule as needed.
7.	Submits all reports and time sheets in a timely manner as required by Transportation Department.
8.	Attends all bus driver safety meetings and training sessions.
9.	Operates school bus in accordance with the laws of Georgia and in accordance with the policies prescribed by the Cobb County School District under all types of weather conditions including, but not limited to, sun, fog, rain, sleet, hail, snow, and ice.
10.	Operates bus without receiving a traffic violation or warning citation from state or local law enforcement.
11.	Operates the bus without any Level 2 accident as determined by Risk Management during the evaluation period.
12.	Maintains external and internal cleanliness of bus as required for safe comfortable operation.
13.	Monitors/operates communication devices for essential and emergency transmissions only.
14.	Conducts emergency evacuation drills as required.

15.	Reports delays or accidents to the Transportation Department.
16.	Maintains cordial relations with parents, administrators, other employees, and the general public.
17.	Maintains student discipline on the bus and refers serious infractions to appropriate administrator.
18.	Establishes, maintains, and utilizes seating assignment as required.
19.	Collects, maintains, and periodically updates emergency information and is aware of students' medical needs as reported by parents/guardian.
20.	Presents professional appearance.
21.	Has ability to drive any make and model bus in the transportation fleet.
22.	Special Education Lift Bus Only: Operates wheelchair lift and secures door on lift during transport.
23.	Special Education Lift Bus Only: Performs necessary tie downs for wheelchairs and seat security devices for students.
24.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____