

**Chittenden Central Supervisory Union
Job Description**

JOB TITLE:	Bus Driver – Special Education (grade 7)
FLSA STATUS:	Non-exempt
UPDATED:	2/16/10

POSITION OBJECTIVES: To effectively transport special education students to and from home or other school activities or work placements while maintaining a safe and respectful environment for the students.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Drive school bus to transport students between neighborhoods, schools, and school activities.
- Pick up and drop off students at scheduled locations, following strict time schedules.
- Assist with loading students on the bus and unloading students from the bus.
- Interact with students on the bus in alignment with behavior plans and student needs; implement appropriate behavior modification plans for students on the bus to de-escalate behavior problems and ensure student safety.
- Follow safety rules as students are boarding and exiting buses, and as they cross streets near bus stops.
- Comply with traffic regulations in order to operate vehicles in a safe and courteous manner.
- Check the condition of a vehicle's tires, brakes, windshield wipers, lights, oil, fuel, water, and safety equipment to ensure that everything is in working order.
- Maintain order among pupils during trips, in order to ensure safety.
- Perform daily maintenance inspection before driving the bus. Report any bus malfunctions or needed repairs to appropriate personnel.
- Prepare and submit reports and records as requested (e.g., number of passengers or trips, hours worked, mileage, fuel consumption).
- Maintain knowledge of school bus safety requirements.
- Keep bus interiors clean for passengers; clean exterior of bus as needed to ensure safety and to help prolong the life of the bus (e.g., remove snow and ice, wash the bus).
- Participate in necessary training associated with individual students; work as part of a team that includes special education case managers and paraprofessionals.
- Effectively handle complaints, settle disputes, and resolve grievances and conflicts, or otherwise negotiate with others; bring unusual or difficult situations to the attention of the Student Support Services Assistant.
- Provide personal assistance, medical attention, emotional support, or other personal care to students in alignment with student behavior plans as needed.

SUPERVISION RECEIVED:

Reports to, evaluated by and receives direction from the Executive Director of Student Support Services

SUPERVISORY RESPONSIBILITIES:

No formal supervisory duties over other employees. May train, assist and occasionally direct junior co-workers, but generally works along with those persons. Responsible for the supervision and safety of students on the bus.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- **Education and Experience.** High school diploma or equivalent, plus a minimum of two years of experience driving a 40 passenger bus. Experience working with students with special needs also preferred.
- **Certifications and Licenses.** Valid Vermont Commercial Driver's License and good driving skills and record required.

Basic Skills

	Important Skills	Skill Level		
		low	medium	high
Reading Comprehension				
Active Listening	✓			
Writing				
Speaking	✓			
Mathematics				
Science				
Critical Thinking	✓			
Active Learning				
Learning Strategies				
Monitoring	✓			

- Language Skills. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondences. Ability to speak effectively before groups of students, parents or employees of organization.
- Mathematical Skills. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Knowledge. Knowledge of relevant equipment, CCSU policy and procedures, and federal and state laws and regulations related to transportation and safety.
- Reasoning Ability/Mental Requirements. Ability to interpret and apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Communication & Interpersonal Skills. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies.
- Work Styles. In order to be successful, the incumbent must possess the following work styles:
 - Dependability - being reliable, responsible, and dependable, and fulfilling obligations.
 - Self Control - maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
 - Stress Tolerance - accepting criticism and dealing calmly and effectively with high stress situations.
 - Cooperation - being pleasant with others on the job and displaying a good-natured, cooperative attitude.
 - Concern for Others - being sensitive to others' needs and feelings and being understanding and helpful on the job.
 - Attention to Detail - being careful about detail and thorough in completing work tasks.
 - Integrity - being honest and ethical.
 - Adaptability/Flexibility - being open to change (positive or negative) and to considerable variety in the workplace.
 - Independence - developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
 - Social Orientation - preferring to work with others rather than alone, and being personally connected with others on the job.

Frequency	Code	Description
Sometimes	S	activity may exist sporadically, but not on a consistent basis.
Occasionally	O	activity exists on a consistent basis for less than 1/3 of the time
Frequently	F	activity exists from 1/3 of the time up to 2/3 of the time
Constantly	C	activity exists for 2/3 or more of the time
Not Applicable	NA	activity is not present in the position

PHYSICAL EFFORT AND STRESS. Employee must have the physical ability to perform the essential functions of the job as outlined above, in addition to the following (Indicate appropriate code from above):

	<i>Frequency Code</i>	<i>Essential</i>	<i>Not Essential</i>
SITTING	C	X	
STANDING	O	X	
WALKING	O	X	
SEEING	C	X	
HEARING	C	X	
TALKING	C	X	
DEXTERITY (hands/fingers)	C	X	
USE OF COMPUTERS AND EQUIPMENT	O	X	
LIFTING			
up to 10 lbs.	O	X	
10-25 lbs.	O	X	
25-50 lbs.	O	X	
50-100 lbs.	O		X
100+ lbs.	S		X
CARRYING			
up to 10 lbs.	O	X	
10-25 lbs.	O	X	
25-50 lbs.	O	X	
50-100 lbs.	O		X
100+ lbs.	S		X
BENDING/SOOPING	O		
PUSHING/PULLING	O	X	
TWISTING	O	X	
CLIMBING	O	X	
BALANCING	NA		X
CROUCHING	O		
KNEELING	O		X
CRAWLING	NA		X
REACHING (i.e., overhead)	O	X	
HANDLING	C	X	
DRIVING	C	X	
REPETITIVE MOVEMENTS (hands, feet)	F	X	
MANAGING STRESS	C	X	
RESOLVING CONFLICTS	C	X	

WORKING CONDITIONS/ENVIRONMENTAL FACTORS: All conditions common to a construction site for residential housing including, but not limited to, the following (Indicate appropriate code from above):

	<i>Frequency Code</i>
EXPOSURE (dust, dirt)	C
EXPOSURE (extreme heat – non-weather, flames)	NA
EXPOSURE (extreme cold – non-weather)	NA
EXPOSURE (fumes, odors)	F
EXPOSURE (viruses, infectious diseases)	F
EXPOSURE (water)	O
EXPOSURE (hazardous equipment)	O
EXPOSURE (chemicals, hazardous materials)	O
UNEVEN TERRAIN	O
OUTDOOR WEATHER CONDITIONS	F
VIBRATION/NOISE	C
HEIGHTS	O

Definitions - Physical Demands

Sitting: remaining in a seated position

Standing: remaining on one's feet in an upright position at a work station without moving about

Walking: Moving about on foot

Seeing: Perceiving with the eye

Hearing: Perceiving or listening to sound by ear

Talking: Articulating, speaking or discussing using spoken words

Dexterity: Skill in the use of hands and fingers

Lifting: Raising or lowering an object from one level to another (includes upward pulling)

Carrying: Transporting an object, usually holding it in the hands or arms or on the shoulder

Bending/Stooping: Bending the body downward and forward by bending the spine at the waist. Occurs to a considerable degree and requires full use of the lower extremities and back muscles.

Pushing: Exerting force upon an object so that the object moves away from the force (includes slapping, striking, and kicking)

Pulling: Exerting force upon an object so that the object moves toward the force (includes jerking).

Twisting: Rotating; moving to face in alternate direction.

Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes and the like, using the feet, legs, and/or arms and hands.

Balancing: Maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces; or maintaining body equilibrium when performing gymnastic feats.

Crouching: Bending the body downward and forward by bending the legs and spine.

Kneeling: Bending the legs at the knees to come to rest on the knee or knees.

Crawling: Moving about on the hands and knees or ha

Reaching: Extending the hands and arms in any direction

Handling: Seizing, holding, grasping, turning, or working with hands

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 This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.