

LACEY TOWNSHIP SCHOOL DISTRICT

Bus Driver

JOB TITLE: Bus Driver

REPORTS TO: Transportation Coordinator

JOB GOAL: To transport pupils in a safe and efficient manner and perform all activities related to the operation of the school bus.

QUALIFICATIONS:

1. Valid Commercial Driver's License with P and S endorsements
2. Minimum safe driving experience as determined by the board
3. Ability to maintain passenger discipline to ensure their safety and well-being and protect against vandalism
4. Required criminal history background check and proof of U.S. citizenship or resident alien status
5. Compliance with drug and alcohol testing as required under board policy

RESPONSIBILITIES:

Safety, maintenance and inspection requirements

1. Conducts a pre-trip and post safety inspection of the bus and completes the school Bus Condition Report.
2. Notifies Transportation Coordinator of any mechanical malfunctions and/or safety hazards.
3. Performs interior bus cleaning duties daily, cleans windows and exterior as needed, refuels the vehicle, and checks oil daily.
4. Participates in emergency evacuation drills in accordance with administrative code and board policy, and instructs passengers regarding safety regulations and other bus rules.

Driving and safe bus operations

1. Complies with all state and local laws and the regulations of the New Jersey State Board of Education governing the safe operation of a school bus.
2. Adheres to established routes, designated bus stops and keeps to assigned time schedule.
3. Transports only authorized pupils and ensure that all students have left the bus at the end of the route.
4. Obeys all traffic laws and observes mandatory school bus safety regulations.

Bus Driver (continued)

5. Reports all accidents and pupil injuries immediately to the principal and Transportation Coordinator and completes required reports.

TERMS OF EMPLOYMENT: Work year and salary to be determined by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved by: Lacey Township Board of Education

Revised

Date Approved: July 20, 2015

LEGAL REFERENCES:

N.J.S.A. 2C:12-1	Assault
N.J.S.A. 18A:6-7.1	Criminal history
N.J.S.A. 18A:7-7.1c	Employment of applicant on emergent basis, conditions
N.J.S.A. 18A:16-2	Physical examinations; requirement
N.J.S.A. 18A:25-2	Authority over pupils
N.J.S.A. 18A:39-17	Names, certain information relative to bus drivers to be filed by secretary of board of education
N.J.S.A. 18A:39-18	Information on bus drivers furnished by contactor
N.J.S.A. 18A:39-19.1	Bus driver required to submit certain information to commissioner; notice of pending charges
N.J.S.A. 18A:39-20	Approval
N.J.S.A. 18A:39-27	Bus driver required to be on bus when pupil present; exception
N.J.S.A. 39:3B-25	Use of cell phone prohibited while driving school bus, exception; fines
N.J.S.A. 39:5D-1	Commercial driver license
N.J.A.C. 6A:27	Student transportation
See particularly:	
N.J.A.C. 6A:27-11	Safety
N.J.A.C. 6A:27-12.1	Drivers and aides
N.J.A.C. 6A:32-6	School employee physical examinations

Immigration and Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Transportation Employee Testing Act of 1991 School bus drivers, 49 CFR 382.103

Employee Education/Supervisor training, 49 CFR 382.1202, 1203

R.S. 39:3-10.1, Commercial Motor Vehicle Act of 1986