

West Point Tours *inc.*

Motor Coaches & School Buses

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Job Title: School Bus Driver

School bus drivers are employed to transport students to and from school in a safe and efficient manner. Drivers may also transport students with special needs and perform charter assignments as needed.

Department: Vails Gate, Highland Falls

Relationships:

The school bus driver reports to the supervisory personnel of the company, including dispatch and safety office staff, and works closely with school bus drivers as assigned.

Drivers will also have daily interaction with students on their buses, school district staff assigned to bus duty at their respective schools, as well as parents of students.

Roles & Responsibilities

The School Bus Driver plays a major role in the safe transportation of students. Responsibilities include, but are not limited to:

- Performing Pre-Trip Inspections of vehicles to ensure that everything is in working order.
- Monitoring vehicle condition while driving to ensure continued safe operation.
- Reporting any bus defects or needed repairs.
- Keeping bus interiors clean for passengers.
- Pick up and drop off students at regularly scheduled bus stops, following strict time schedules.
- Following safety rules as students are boarding and exiting buses, and as they cross streets at bus stops.
- Compliance with traffic regulations in order to operate vehicles in a safe and courteous manner.
- Maintaining order among pupils during trips, in order to ensure safety.
- Documenting inappropriate student behaviors or injuries that occur on the bus.
- Operating wheel chair passenger safety equipment, including wheel chair lifts, wheel chair securement systems, and passenger restraint systems.
- Preparation and submission of reports, charter documentation, etc.
- Administering First Aid for minor student injuries as appropriate within the scope of training.
- Working with supervisors, attendant/monitors, school employees, and parents in a team approach to ensure a safe, efficient, and pleasant ride for students.
- Reporting to work consistently and on time.

- Other related duties as assigned

Qualifications and Training:

NYS Department of Motor Vehicle Licensing Requirements:

- Commercial Drivers License with proper endorsements and no restrictions that would prohibit operation of the type of vehicle being driven.

NYS Department of Motor Vehicle Article 19-A Requirements:

- Application form for Position of Regular or Substitute Bus Driver (DS-870).
- Fingerprint Record
- Acceptable Driver's Abstract (or Motor Vehicle Record)
- Annual Reviews of Employees Driving Record (DS-872).
- Examination to Determine Physical Condition of Driver under 19-A (DS-874) or DOT Physical.
- Biennial Written Examination.
- Defensive Driving Review (DS-873).
- Behind the Wheel Road Test (DS-875).

NYS Education Department Driver Requirements:

- Must be at least 21 years old.
- Must be approved by the school districts for which they are assigned to work.
- Drivers must complete a Pre-Service Course of Instruction prior to working with students.
- Drivers must complete a Basic Course of Instruction within their first year of employment.
- Drivers must participate in a minimum of 2 Refresher courses each year.
- Drivers must pass a Physical Exam every year.
- Must pass a Physical Performance Test administered prior to hire and periodically thereafter to ensure that they can manage the physical requirements of the position.
- Drivers may receive specialized training such as CPR, etc.

Federal Department of Transportation (DOT) requires school bus drivers to have drug and alcohol testing prior to employment, as well as subjection to random testing, reasonable suspicion testing, and in some cases, post-accident testing
Additional training required by the company as deemed appropriate.

Working Conditions:

Drivers will be expected to operate within the school bus setting, as well as outside bus when performing Pre-Trip Inspections. In the course of their duties, drivers will be exposed to various temperature and weather conditions, boarding and exiting of the school bus, extended periods of time on the bus. Additional environmental conditions will include the noise levels emitted by students on the bus and exposure to engine sounds and emissions.

Routes may be delayed on occasion due to unforeseen circumstances, including, but not limited to traffic delays, inclement weather, and parents/guardians/other caretakers who are delayed in arriving to receive students.