



HOLMDEL TOWNSHIP PUBLIC SCHOOLS JOB DESCRIPTION: YARD PERSON/BUS AND/OR VAN DRIVER

QUALIFICATIONS:

1. Holds valid Commercial Driver's License.
2. Has demonstrated a minimum of three years of previous safe driving experience.
3. Demonstrates ability to maintain passenger discipline to ensure their safety and well-being and protect against vandalism.
4. Possesses required criminal history background check, required drug/alcohol testing, and proof of U.S. citizenship or legal resident alien status.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

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 student transportation system.

PERFORMANCE RESPONSIBILITIES:

1. Work Performance

- a. Opens bus yard and Transportation Office at established time.
- b. Schedules substitute drivers as needed.
- c. Covers Transportation Office when Coordinator is unavailable.
- d. Cleans buses after field trips or when children are sick.
- e. In winter, starts buses before drivers are on-site.
- f. Repairs torn seats as needed.
- g. Serves as bus driver.

- h. Conducts a safety inspection of the bus prior to every trip and completes the School Bus Condition Report.
- i. Notifies Transportation Coordinator immediately of any mechanical malfunctions and/or safety hazards.
- j. Adheres to established routes, designated bus stops and assigned time schedule.
- k. Transports only authorized pupils.
- l. Obeys all traffic laws and observes mandatory school bus safety regulations.
- m. Maintains discipline on the bus and reports violations to the building principal or other authorized individual in accordance with established procedures.
- n. Reports immediately all accidents and/or pupil injuries to the Transportation Coordinator and completes required reports.
- o. Participates in emergency evacuation drills in accordance with board policy and instructs passengers regarding safety regulations and other bus rules.
- p. Performs interior bus cleaning duties daily, cleans windows and exterior as needed, and refuels the bus.

2. Work Traits

- a. Attitude: Demonstrates concern for the safety and welfare of the students being transported; displays enthusiasm for work and willingness to meet job responsibilities; and readily discusses suggestions.
- b. Punctuality and Attendance: Reports to work on time; adheres to required time schedules; and maintains an appropriate personal attendance record.
- c. Relationship with People: Works cooperatively with the Transportation Coordinator, colleagues, students, parents and others as necessary for the effective functioning of this position and the school transportation system.
- d. Discretion: Demonstrates initiative, independence and decision-making appropriate to the performance tasks of this position.

3. School and Community Relations

- a. Displays tact and courtesy when dealing with students, colleagues, parents, residents and others in the performance of this position.

- b. Maintains discipline on the bus and reports violations to the building principal, Transportation Coordinator, or other authorized individuals in accordance with established procedures.

4. Professional Development

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.

5. Other

Performs such other tasks and assumes such other responsibilities as may be assigned by the Transportation Coordinator.

TERMS OF EMPLOYMENT: Salary and work year to be established in accordance with the Agreement between the Holmdel Township Board of Education and the Holmdel Township Transportation Association.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Non-certificated staff and the Agreement between the Holmdel Township Board of Education and the Holmdel Township Transportation Association.

SOURCE: Regular Board Meeting
DATE: January 10, 1996