

School Bus Driver

Branchburg Township School District

Branchburg, New Jersey

I. Title: School Bus Driver

II. Qualifications:

- Shall maintain a current Class B Commercial Driver's License with Passenger, S Endorsement and Air Brake Endorsement. This includes passing a physical examination every two years.

III. Reports To: Transportation Supervisor

IV. Job Goal: To transport students to and from school and other sites within designated route(s) and to ensure the safety of the student passengers.

V. Performance Responsibilities:

- Maintain accurate route sheets for all assigned routes.
- Maintains accurate Pre-Trip Inspection report on a daily basis.
- Reports all mechanical problems to the Head Mechanic on the proper form.
- Maintains a clean bus interior and windows.
- Maintains complete control of the students being transported to insure a safe ride.
- Will fill out a Bus Conduct Report when required, and turn into the school principal.
- Follows all rules and requirements as set forth by the New Jersey Division of Motor Vehicles.
- Assume other related duties and responsibilities as may be assigned by the Transportation Supervisor.
- Maintain current seating charts.
- Maintain parental consent letters-mark with route number and give the office a copy.

VI. Terms of Employment:

- Ten (10) Month Position - September 1st through June 30th
- Summer work may be available.

VII. Evaluation:

- Performance of this job will be evaluated in accordance with provisions of the Board's policy.

Revised: November 5, 2020