

SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION  
JOB DESCRIPTION  
BUS DRIVER

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**Date of Adoption:** December 22, 2011

**JOB TITLE:** Bus Driver

**REPORTS TO:** School Business Administrator/Board Secretary or Designee

**NATURE AND SCOPE OF JOB:**

The Bus Driver is responsible for transporting students or performing assigned tasks in accordance with school district requirements. The Bus Driver makes sure that all students utilizing bus transportation provided by the District arrives to and from school safely. The Bus Driver is expected to provide direction to the Bus Aide.

**QUALIFICATIONS:**

1. Hold a valid Class "B CDL with passenger and "S" endorsement.
2. Have the ability to read and write.
3. Be in good physical health and have the ability to perform assigned duties.
4. Hold and maintain a valid driver's license for the type of equipment to be driven, with no serious violations.
5. Have some basic knowledge of the problems encountered and techniques used in dealing with the physically disabled and/or mentally handicapped persons.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community.
8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
9. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
10. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
11. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
12. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.

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13. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

**EMPLOYMENT TERMS:**

Salary and work year to be determined by the Board of Education and in accordance with the negotiated agreement with the Scotch Plains-Fanwood Education Association.

**JOB FUNCTIONS AND RESPONSIBILITIES:**

Under the direction of the School Business Administrator/Board Secretary, or designee, the Bus Driver:

1. Knows and follows district guidelines with respect to responsibility, personal conduct, and authority during all regularly scheduled school bus trips in or out of the district, as well as any other district-sponsored bus trips.
2. Stops for, pick-ups, transports, and discharges authorized students only, discharging such students only at authorized stops.
3. Maintains bus discipline, enforcing state and district regulations against eating, smoking, etc., on buses, and reports unruly students to proper authority (in home school of student), using the appropriate bus conduct report.
4. As warranted by the individual case, and with proper authorization, provides any assistance handicapped students may require.
5. Is familiar with, and follows all state and district policies and rules dealing with bus transportation procedures.
6. Observes all traffic laws and school bus safety regulations.
7. Prior to each trip, makes a safety check of the vehicle for possible problems using the appropriate check form.
8. After each trip, ensures that no students remain on the bus.
9. Adheres to schedules.
10. Sees that all buses are cleaned thoroughly daily.
11. Notifies designated authority promptly in the event of vehicle breakdown or lateness for other reasons.
12. Is thoroughly familiar with bus emergency evacuation procedures.
13. Exercises responsible leadership in the event of an accident, reports accidents promptly, and completes requisite reports.
14. Advises proper school official as early as possible of inability to drive due to illness or other reasons.
15. Refrains from smoking while on a school bus or school property.
16. All other duties as assigned by the Superintendent.

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**EVALUATION:**

The School Business Administrator/Board Secretary or designee shall evaluate the Bus Driver in accordance with Policy, this Job Description, and such other criteria as shall be established by the Board of Education.