



CITY OF CAPE CORAL
Established Date: April 14, 2009
Revision Date: May 1, 2020

CHARTER SCHOOL BUS DRIVER

Class Code:
CHS17900

SALARY RANGE

\$16.00 - \$21.66 Hourly
\$33,280.00 - \$45,052.80 Annually

GENERAL STATEMENT OF JOB:

Under the general supervision of the Charter School Superintendent, provides safe and efficient transportation for students in a safe and cost-effective manner that supports the goals of the Charter Schools. Performs related work as required.

Individual(s) assigned to this classification must report to work per their assigned schedule.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Obeys all traffic laws.
- Observes all mandatory safety regulations for school buses.
- Maintains discipline when students are on bus and reports undisciplined students to the school authority.
- Adhere to assigned schedule.
- Responds to dispatch requests.
- Checks bus daily for mechanical defects and for fuel and oil levels.
- Maintain bus in a clean and orderly condition.
- Notifies the proper authority in case of mechanical failure or lateness.
- Picks up and discharges students only at authorized stops.
- Exercises responsible leadership on all school trips.
- Transports only authorized persons.
- Reports all accidents and completes required accident reports and required safety testing.
- Enforces regulations against smoking, vaping or eating on the bus.
- Attends all required safety and training sessions, including special needs training. Completes all required paperwork.
- Attends parent and school conferences as requested.
- Attends assigned area meetings.
- Conducts required bus evacuation drills.
- Work closely with and cooperate with other employees.
- Complies with all requirements of Transportation Department directives, Charter School Governing Board policies, and regulations of the State Board of Education.
- Exhibit professionalism to include attendance, attitude, attire, and other directives per Charter School policy.

MINIMUM QUALIFICATIONS:

- High School diploma or equivalent.
- Valid drivers' license for past five (5) years with proof of safe driving record.
- Valid Florida CDL Class B license with appropriate endorsements.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to understand and follow oral and written communication skills.
- Ability to read, write, and follow oral and written instructions.
- Ability to work with diverse groups of people.
- Ability to interact positively with students and maintain discipline in a positive manner.
- Demonstrates thorough knowledge of the methods and procedures pertaining to the specific duties of a school bus operator.
- Ability to use independent judgement in routine/stable situations.
- Demonstrates considerable knowledge of local geography and of the location of roads and streets within the municipality.
- Demonstrates considerable knowledge of the basic operating characteristics and service checks for school buses.
- Promotes a culture of high performance and continuous improvement by valuing learning and making a commitment to quality.
- Consistent demonstration of defensive driving techniques and the safety precautions applicable to student transportation.
- Demonstrates ability to exercise independent judgement and performs duties with consistent courtesy and tact in the best interest of the public.
- Ability to work under stressful conditions as required.
- Demonstrates the ability to establish and maintain effective working relationships with students, parents and colleagues as necessitated by work assignments.
- Ability to comprehend, interpret and apply regulations, procedures and related information.
- General knowledge of report and record keeping principles and techniques.

REPORTS TO: Transportation Supervisor or designee.

EXERTION TYPE:

- Heavy work. Position requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

OTHER PHYSICAL REQUIREMENTS:

The following selected physical activities are required to perform the essential functions of this position.

Physical Requirement	Description	Percent of Time
Balancing	Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	50%
Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	50%
Crawling	Moving about on hands and knees or hands and feet.	10%
Crouching	Bending the body downward and forward by bending leg and spine.	10%
Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.	100%
Finger Dexterity	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	100%
Grasping	Applying pressure to an object with the fingers and palm.	100%
Hearing	Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.	100%
Kneeling	Bending legs at knee to come to a rest on knee or knees.	10%
Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.	20%
Pulling	Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.	20%
Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.	20%
Reaching	Extending hand(s) and arm(s) in any direction.	50%
Repetitive Motion	Substantial movements (motions) of the wrists, hands, and/or fingers.	100%
Seeing	The ability to perceive the nature of objects by the eye.	100%
Sitting	Particularly for sustained periods of time.	90%
Standing	Particularly for sustained periods of time.	10%
Stooping	Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	10%
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	90%
Walking	Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	20%
Every job duty in a job description need not always be specifically described, and any omission does not preclude the required performance of all duties that are job related.		



Charter School Bus Driver

Class Code:
CHS179000

Bargaining Unit: NON-BARGAINING
EMPLOYEE

CITY OF CAPE CORAL
Established Date: Apr 14, 2009
Revision Date: Feb 12, 2019

SALARY RANGE

\$16.00 - \$21.66 Hourly
\$1,280.00 - \$1,732.80 Biweekly
\$2,773.33 - \$3,754.40 Monthly
\$33,280.00 - \$45,052.80 Annually

GENERAL STATEMENT OF JOB:

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Under the supervision of the Charter School Superintendent, provides safe and efficient transportation for students in a safe and cost effective manner that supports the goals of the Charter Schools. Performs related work as required.

Individual(s) assigned to this classification must report to work per their assigned schedule.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Obeys all traffic laws.

Observes all mandatory safety regulations for school buses.

Maintains discipline when students are on bus and reports undisciplined students to the school authority.

Keeps assigned bus clean.

Keeps to assigned schedule.

Checks bus daily for mechanical defects and for fuel and oil levels.

Notifies the proper authority in case of mechanical failure or lateness.

Picks up and discharges students only at authorized stops.

Exercises responsible leadership on all school trips.

Transports only authorized persons.

Reports all accidents and completes required accident reports.

Enforces regulations against smoking and eating on the bus.

Attends all required safety and training sessions including special needs training. Completes required paperwork.

Attends parent and school conferences as requested.

Attends assigned area meetings.

Conducts required bus evaluation drills.

Works closely with and cooperates with other employees

Additional Job Functions:

Complies with all requirements of Transportation Department directives, Charter School Governing Board policies, and regulations of the State Board of Education.

MINIMUM QUALIFICATIONS:

High School Diploma or GED required. Possession of valid Driver's License for 5 years with proof of safe driving record. Must currently hold valid Florida CDL Class B license with appropriate school bus endorsement.

ADDITIONAL MINIMUM QUALIFICATIONS REQUIRED: KNOWLEDGE, SKILLS, AND ABILITIES:

Has ability to interact positively with students, and maintain discipline in a positive manner.

Has thorough knowledge of the methods and procedures pertaining to the specific duties of a school bus operator.

Has thorough knowledge of procedures, equipment and supplies employed in the transport of students.

Has considerable knowledge of local geography and of the location of roads and streets within the municipality.

Has considerable knowledge of the basic operating characteristics and service checks for school buses.

Has considerable knowledge of defensive driving techniques and the safety precautions applicable to student transportation.

Is able to use independent judgment in fairly routine/stable situations.

Is able to perform duties with consistent courtesy and tact in the best interest of the public.

Is able to work under stressful conditions as required.

Is able to understand and follow oral and written instructions.

Is able to establish and maintain effective working relationships with students, parents and colleagues as necessitated by work assignments.

Is able to comprehend, interpret and apply regulations, procedures and related information.

Has general knowledge of report and record keeping principles and techniques.

MINIMUM STANDARDS REQUIRED:

Physical Requirements: Must be physically able to drive and operate a bus. Tasks involve some unassisted lifting, carrying, pushing and/or pulling of moderately heavy objects up to 50 pounds and occasionally heavy objects up to 100 pounds + with the assistance of other employees and/or equipment as appropriate; and operate a vehicle in which manipulative skills and hand-eye coordination are important ingredients for safe and/or productive operations.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of signals, people, vehicles, or numerical information.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read route schedules, operational manuals, reports, logs, etc.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English.

Numerical Aptitude: Requires the ability to add and subtract.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately.

Manual Dexterity: Must have excellent levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

Environmental Requirements: Tasks may require exposure to extreme heat/cold or extreme weather conditions.



The School District of Lee County

Job Description

JOB TITLE: Operator, School Bus

FLSA STATUS: Non-exempt

SALARY SCHEDULE: Support

BARGAINING UNIT: SPALC

WORKER'S COMP

CATEGORY: 7383- School Bus Operator

PAY GRADE: Market Rate

JOB CODE: 508040, 501900

DAYS PER YEAR: 186

MAJOR FUNCTION:

Provide safe and efficient transportation for students in a cost-effective manner that supports the goals of the District.

MINIMUM QUALIFICATIONS:

- High School diploma or equivalent.
- Valid driver's license for the past five (5) years.
- Valid commercial driver's license (CDL) Class B with appropriate endorsements.
- One (1) year of related experience preferred.
- Successful completion of a Board-approved training course for school bus operators.
- Successful completion of a physical examination by a Board-approved physician.
- Successful completion of drug and alcohol screenings.
- Successful completion of the dexterity test.

Such alternatives to the above qualifications as the Board may find acceptable.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Oral and written communication skills.
- Ability to read, write, and follow oral and written instructions.
- Ability to work with diverse groups of people.
- Knowledge of and experience with industry-standard computer applications.

REPORTS TO: Designated Supervisor or Designated Administrator

ESSENTIAL JOB FUNCTIONS:

- Obey all traffic laws.
- Observe all mandatory safety regulations for school buses.
- Pick up and discharge students only at authorized stops.
- Maintain discipline when students are on the bus and report undisciplined students to school authorities.
- Adhere to assigned schedule.
- Respond to dispatch requests.
- Maintain bus in a clean and orderly condition.
- Check bus daily for mechanical defects and for fuel and oil levels.



The School District of Lee County

Job Description

- Notify the proper authorities in case of mechanical failure or lateness.
- Attend a District-provided training to obtain a Defensive Driver Certificate within the first year of employment.
- Exercise responsible leadership on all school trips.
- Transport only authorized persons.
- Report all accidents and complete required accident reports.
- Enforce regulations against smoking and eating on the bus.
- Attend all required safety and training sessions, including special needs training.
- Complete required paperwork in its entirety and on time.
- Attend parent and school conferences as requested.
- Attend assigned area meetings.
- Conduct required bus evacuation drills.
- Serve in a team leader role when working with other school bus employees.
- Work closely with and cooperate with other employees.
- Comply with all requirements of Transportation Department directives, School Board policies, and regulations of the State Board of Education.
- Exhibit professionalism to include attendance, attitude, attire, and other directives per District policy.

OTHER JOB FUNCTIONS:

- Attend staff meetings and participate in conferences and other trainings to enhance job performance.
- Seek out professional development opportunities and maintain professional licensure and certifications.
- Promote the District's interest in increasing student achievement by working with the educational interests of students in mind at all times.
- Maintain positive communication with colleagues, community members, parents, and students to promote an increase in community engagement in education.
- Support the retention of Highly Effective and Effective employees by exhibiting professionalism and making positive contributions to workplace morale.
- Promote a culture of high performance and continuous improvement by valuing learning and making a commitment to quality.

EXERTION TYPE:

- Heavy work. Position requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

OTHER PHYSICAL REQUIREMENTS:

The following selected physical activities are required to perform the essential functions of this position.

The physical requirements of this position. (Please check all boxes that apply)



The School District of Lee County

Job Description

Physical Requirement	Description	Percent of Time
<input checked="" type="checkbox"/> Balancing	Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	50%
<input checked="" type="checkbox"/> Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	50%
<input checked="" type="checkbox"/> Crawling	Moving about on hands and knees or hands and feet.	10%
<input checked="" type="checkbox"/> Crouching	Bending the body downward and forward by bending leg and spine.	10%
<input checked="" type="checkbox"/> Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.	100%
<input checked="" type="checkbox"/> Finger Dexterity	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	100%
<input checked="" type="checkbox"/> Grasping	Applying pressure to an object with the fingers and palm.	100%
<input checked="" type="checkbox"/> Hearing	Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.	100%
<input checked="" type="checkbox"/> Kneeling	Bending legs at knee to come to a rest on knee or knees.	10%
<input checked="" type="checkbox"/> Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.	20%
<input checked="" type="checkbox"/> Pulling	Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.	20%
<input checked="" type="checkbox"/> Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.	20%
<input checked="" type="checkbox"/> Reaching	Extending hand(s) and arm(s) in any direction.	50%
<input checked="" type="checkbox"/> Repetitive Motion	Substantial movements (motions) of the wrists, hands, and/or fingers.	100%
<input checked="" type="checkbox"/> Seeing	The ability to perceive the nature of objects by the eye.	100%
<input checked="" type="checkbox"/> Sitting	Particularly for sustained periods of time.	90%
<input checked="" type="checkbox"/> Standing	Particularly for sustained periods of time.	10%
<input checked="" type="checkbox"/> Stooping	Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	10%



The School District of Lee County

Job Description

<input checked="" type="checkbox"/> Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	90%
<input checked="" type="checkbox"/> Walking	Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	20%

TERMS OF EMPLOYMENT:

Work year and salary as established by the Board and SPALC bargaining unit through the collective bargaining process.

JDE NUMBER: D-26.02

BOARD ADOPTION: 12-20-74

REVISIONS: 10-21-80, 12-16-82, 5-16-89, 11-19-96, 11-7-18, 6-25-19

REVIEWED: 7-1-05

Every job duty in a job description need not always be specifically described, and any omission does not preclude the required performance of all duties that are job related.