

TO: CLASSIFIED PERSONNEL *Position available to current employees & subs, and outside applicants.*

FROM: RUSSELL CHABOUDY, SUPERINTENDENT

DATE: MAY 23, 2017

SUBJECT: BUS DRIVER(S)

In reference to Section 7.1 of the Union negotiated agreement, there is an open position for the following route. The base rate of pay is \$17.19 per hour. Sub driver rate is \$12.00.

2 hour / PM driver / Bus 9 / 2:15 – 4:15

If you meet the requirements and are interested in applying for this position, please apply by completing an *Intent of Interest Form...* (**NO EMAILS**) to Kelly Smith, Transportation Supervisor, by 3:00 p.m. on Tuesday, May 30, 2017. Outside applicants should send an application to Kelly Smith at 3027 Manchester Rd., Akron, OH 44319.

FUNCTION OF JOB

Under the direct supervision of the superintendent and the direct supervision of the transportation coordinator. He/she will be required to drive his/her bus safely, follow the schedule as provided by the administrative office and maintain a high level of discipline.

CHARACTERISTIC DUTIES

1. Operates the assigned bus over the prescribed route on the schedule provided.
2. Helps prepare list of pupils who ride his/her bus by the end of the first month.
3. Makes safety check of bus prior to starting daily run; makes sure all lights, gauges, etc. are in proper order, using a check list. Makes periodic check on all fire, emergency and first aid equipment.
4. Makes a written report and turns in to bus mechanic or supervisor on all noted mechanical defects using prepared forms.
5. Refuels the bus as needed with the help of bus mechanic if necessary. Checks oil and anti-freeze regularly.
6. Parks bus and automobile in designated area.
7. Keeps bus clean.
8. Maintains driving habits that cause the least wear and tear on the vehicle; i.e. no sudden starts and stops, racing of motor, etc.
9. Conducts emergency exit drills as required.
10. Keeps order on bus in accordance with established policies. Makes out written discipline report on forms provided and submits to transportation coordinator when misconduct occurs.
11. Assists in promotion of good public relations; is courteous at all times to drivers of other vehicles.
12. At least twice a year, is responsible for pupil count and other data required for completing state reports.
13. Turns in mileage and time report after field trips, whether athletic or educational.
14. Takes courses or training as prescribed by State Board of Education or the Coventry Board of Education.
15. Must have knowledge of current Ohio Pupil Transportation Rules and Regulations.
16. Performs other tasks as required by transportation coordinator or other supervisory personnel, on or after the adoption of this job description.
17. Attends safety meetings as required.

QUALIFICATIONS

1. High school graduate or equivalent.
2. Must possess qualified school bus operator's license.
3. Must pass annual state required physical examination.
4. If hired after September 1, 1970, must have completed basic driving course.
5. Must be fingerprinted.
6. Apply for driver abstract.