

# BUS DRIVER I/II

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## JOB INFORMATION

Position Code: 80009  
Schedule/Grade: Unified Scale-Schedule H  
FLSA Status: Nonexempt  
Department/Office: Facilities and Transportation Services/Transportation Services  
Job Family: Transportation Services  
Reports To: Bus driver supervisor or transportation supervisor  
Supervises: No direct reports  
Date Established: Prior to July 1998  
Last Revised: May 2019

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## POSITION SUMMARY

Performs all activities required to safely operate a school bus transporting students and other authorized personnel to and from schools and school-related events.

## MAJOR DUTIES/ESSENTIAL FUNCTIONS

1. Safely transports students on an assigned/unassigned route according to a definite time schedule.
2. Provides transportation for field trips, other sanctioned outings, athletic contests, and extracurricular events.
3. Perform pre-trip inspection in accordance with both Fairfax County Public Schools (FCPS) and commercial driver's license (CDL), which includes but is not limited to: fuel, oil, water, lights, brakes and steering.
4. Regulates heating and ventilating equipment provided on bus for comfort of passengers.
5. Takes appropriate safety precautions when students are boarding and departing.
6. Maintains a safe environment within the bus by enforcing rules of conduct, ensuring bus patrols follow proper procedures, responding to emergencies and reporting cases of misbehavior to appropriate administrators and/or Office of Transportation Services officials.
7. Operates vehicle in compliance with all traffic and safety laws and regulations, exhibits defensive driving skills, and observes posted speed limits and other traffic laws.
8. Supervises the loading and unloading of students.
9. Prepares for and implements emergency evacuations to include assisting students to evacuate the bus and providing safe transport.
10. May require familiarity with and ability to use emergency and medical equipment.
11. Immediately reports all crashes to school system.
12. Attends periodic safety meetings.
13. Keeps records of bus mileage, and the number of passengers transported.
14. Keeps bus clean and orderly.
15. Installs snow chains if required.
16. Identifies needs and arranges for necessary bus repairs and maintenance.
17. Performs related duties as required or assigned.

## SUPERVISION RECEIVED OR GIVEN

Receives direct supervision from a bus driver supervisor or a transportation supervisor. May provide guidance and assistance to full-, part-time, and/or hourly employees, as required.

## POSITION QUALIFICATIONS

DESCRIPTION	MINIMUM REQUIRED	PREFERRED
<b>EDUCATION</b>	Any combination of education and experience equivalent to completion of the tenth grade.	High School diploma or GED.
<b>PROFESSIONAL EXPERIENCE</b>	None.	
<b>PROFESSIONAL CERTIFICATION AND/OR LICENSURE</b>	<ul style="list-style-type: none"><li>• Applicant must have possession of a valid driver's license and a five year, satisfactory driving record from the Department of Motor Vehicles that shows within the preceding five years, there have been no convictions of driving under the influence of alcohol or controlled substances, and no assignments to any alcohol safety action program or driver alcohol rehabilitation program; and within the preceding 12 months, the applicant has not been convicted of two or more moving traffic violations or has not been required to attend a driver improvement clinic by the Commissioner of the Department of Motor Vehicles, and has no charge of reckless driving with the previous 11 years.</li><li>• Applicant must have possession of, or ability to obtain, a commercial driver's license from the state in which the driver resides, as defined below, and possess a commercial driver's license CDL-B with P and S (passenger and school bus) endorsements.</li></ul> <p>"Commercial Motor Vehicle" is defined as a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle has any of the following:</p> <ol style="list-style-type: none"><li>1. A gross vehicle weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds.</li><li>2. A gross vehicle weight rating of 26,001 or more pounds.</li><li>3. Is designed to transport 16 or more passengers, including the driver.</li><li>4. Is of any size and is used in the transportation of hazardous materials requiring placards.</li></ol>	

<p><b>ADDITIONAL REQUIREMENTS</b></p>	<ul style="list-style-type: none"> <li>• Minimum age requirement of 21 years.</li> <li>• Successful completion of FCPS bus driver training is required.</li> <li>• Applicants must have a satisfactory preemployment physical examination and a completed physician's certificate (School Bus Driver's Application for Physician Certificate, form EB.001) which is required under the provision of Section 22.1-178 of the Code of Virginia and Regulations of the Virginia Board of Education) with controlled substance testing, annual physical examinations, and random tests for use of controlled substances and alcohol, as prescribed by the Virginia Board of Education and FCPS.</li> </ul>	
<p><b>KNOWLEDGE/ SKILLS/ABILITIES</b></p>	<ul style="list-style-type: none"> <li>• Ability to adhere to FCPS policy regarding meeting qualifications for physical and/or health requirements and maintaining certifications pertaining to school bus operations.</li> <li>• Must possess or have the ability to learn state regulations and laws pertaining to the operation of school buses.</li> <li>• Ability to read and speak the English language sufficiently to converse on the two-way radio with bus riders, public officials, and general public.</li> <li>• Ability to read a standard road map and have knowledge of the local street and road system of Fairfax County. May require interstate travel.</li> <li>• Ability to interact positively with, gain respect of, and maintain discipline over student passengers to ensure that behavior is controlled and not distracting to safe driving.</li> <li>• Ability to assist special needs student riders.</li> <li>• Ability to work with school bus attendants in managing all riders.</li> <li>• Ability to drive any size or type school bus in the fleet.</li> <li>• Knowledge of safe, proper, and courteous motor vehicle operating procedures.</li> <li>• Ability to read, understand, and carry out oral and written instructions.</li> <li>• Among the essential functions of this job is regular attendance, punctuality in reporting to work, and timely submission of attendance and leave requests.</li> </ul>	
<p><b>CAREER LADDER ADVANCEMENT CRITERIA</b></p>	<p><b>To advance to a Bus Driver II:</b> Incumbent must:</p> <ul style="list-style-type: none"> <li>• have shown mastery of all aspects of safe school bus operation;</li> <li>• have been a bus driver for one year with no preventable accidents/crashes; and</li> <li>• have satisfactorily passed school system performance evaluations.</li> </ul>	

**WORK ENVIRONMENT / PHYSICAL REQUIREMENTS:**

The work environment and physical demands described herein are representative of those that must be met by the employee to successfully perform the essential functions this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees frequently work outdoors in street environments near moving traffic. They frequently work in confined spaces. Employees are frequently exposed to extreme heat and cold; moving mechanical parts; fumes; toxic or caustic chemicals, and loud noises. This job requires frequent lifting and moving up to 25 pounds, and occasional lifting and moving up to 50 lbs.

The job requires sufficient strength, agility, dexterity, visual acuity, and ocular-motor reaction time to operate a school bus at all times including emergency situations. Specific vision abilities required by the job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the employee is required to regularly stand; sit; walk; use hands to handle, finger or feel objects, tools, or controls; reach with hands and arms; talk; and hear.