

Jacoby Transportation Inc.

School Bus Driver Job Description

Job Goal: Operate the assigned bus in a friendly manner that is both safe and efficient.

1. **Qualifications:** *****Contract for 2-year agreement*****
2. Minimum age 18 years old.
3. Possess a valid PA Commercial Driver's License (CDL) with P- (Passenger), S- (School Bus) and Air Brake Endorsements.
4. Pass yearly physical examination for Pennsylvania School Bus Operator's Certificate. TB test – no more than 1 year old. Paid by Jacoby Transportation.
5. Provide a copy of a Federal Criminal History Record (Fingerprints)– no more than one (1) year old. Paid by Jacoby Transportation.
6. Provide PA Child Abuse History Clearance – no more than one (1) year old, clear of records. Paid by Jacoby Transportation.
7. PA State Police Criminal Record – no more than one (1) year old, clear of records. Paid by Jacoby Transportation.
8. Sign Driving Record Consent Form. (School Districts process a copy of full Driving Record)
9. Pass pre-employment and random Drug and Alcohol Testing. Paid by Jacoby Transportation.
10. Complete 3 Hr. mandated Child abuse reporter training. (done on-line) no cost

(ALL CLEARANCES MUST BE RENEWED EVERY 5 YEARS)

Performance Responsibilities:

1. Obey all traffic laws and Pennsylvania Department of Transportation regulations pertaining to school buses, including follow PA Loading and Unloading Procedures.
2. Maintain order, safety and discipline of students during trip by following procedures set by school district you drive for.
3. Abide by the assigned schedule to the best of your ability. Pick up and transport students from assigned locations approved by school district. If for any reason your running 10 minutes behind schedule notify office personnel to contact parents or school of delays.
4. Perform daily pre-trip inspections of bus before starting route including engine warm-up during winter weather and icy conditions. This is to limit the possibility of breakdowns, faulty equipment or other failures, which must be reported to office personnel immediately.
5. Perform post trip inspection of bus for any students or their personal items after you have finished your run.
6. Report all accidents to office personnel immediately. (Accident Policy #)
7. Sweep and clean assigned bus weekly. Keep windshield, windows, dash control panel cleaned at all times. (Maintenance Policy #)
8. Review and follow Employee Handbook. This binder must remain on bus.
9. Complete and turn in all necessary paperwork on time as required.