



West Windsor-Plainsboro Regional School District

Job Description

Job Title: Bus Driver
Department: Transportation
Reports To: Transportation Coordinator
Salary Guide: WWPSA
Prepared Date: 16 November 2021

Position Summary: Drives bus to transport passengers safely over specified routes according to time schedule by performing the following duties.

Qualifications: High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Possess a valid NJ Class B CDL driver's license with a P (passenger) endorsement. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Essential Duties: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties and Responsibilities:

- Must keep a safe driving record. If ticket is received during employment, employee must notify supervisor.
- Must submit to random drug testing.
- Must perform a safety inspection of the bus before driving.
- Must maintain state required mileage and check off sheets for each bus driven.
- Must report mechanical problems on required forms promptly.
- Must maintain at least half a tank of fuel at all times.
- Must report accidents immediately.
- If in an accident must be able to take appropriate action to safely remove students from the emergency exit.
- Must be punctual on routes and/or field and athletic trips.
- Must be clean and neat in appearance at all times.
- Must be patient with traffic conditions, students and parents.
- Must maintain student discipline on the bus at all times reporting incidents on forms provided if incidents continue.
- Shall regulate heating, lighting and ventilating systems for passenger comfort.
- Shall comply with all rules and regulations of the NJ Department of Education, the Board of Education and the WW-P Service Association.

- Shall perform all duties in the most efficient manner possible and cooperate with all co-workers in the interest of the school system.
- Performs any other tasks that may be assigned by the Transportation Coordinator.
- Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

TECHNOLOGY SKILLS

Ability to be proficient in computer applications pertinent to support the position, including but not limited to Microsoft Office, Microsoft Excel, Google Suite, and Genesis Employee Portal.

EVALUATION OF PERFORMANCE

Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education policy.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit; use hands to handle, or feel; reach with hands and arms and talk or hear. Specific vision abilities required by this job include ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TERMS OF EMPLOYMENT

10 Month Contract. Salary and benefits as determined by the Board of Education and any applicable and collective negotiations agreement.

The information contained in this job description is reviewed and approved by the Board of Education and may be modified as district and state requirements evolve. This job description does not constitute a written employment contract.

NEW JERSEY FIRST ACT

New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires employees of all school boards to reside in the State of New Jersey unless otherwise exempted under the law.

AMERICANS WITH DISABILITIES ACT STATEMENT

External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The West Windsor-Plainsboro School District shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

The West Windsor-Plainsboro Regional School District is proud to be an Equal Employment Opportunity and Affirmative Action employer. The district does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

Board Approval Date: 11/16/2021

Certified by: CJ Comella
Director of Human Resources

