

**MADISON LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title:	On Bus Instructor
Reports To:	Transportation Supervisor
Status:	FLSA Classified; Section 3319.081 – ORC
General Description:	<ol style="list-style-type: none"> 1. Provide new driver and driver recertification training, utilizing both CDL and Ohio Preservice Driver Training programs. 2. Ensure vehicles used in training are in a safe operating condition. 3. Provide a training program that is challenging and engaging.
Qualifications:	<ol style="list-style-type: none"> 1. High school diploma or equivalent. 2. Valid Ohio School Bus Driver license (CDL with Passenger (P) and School bus (S) endorsements and Air Brake Restriction removed), have a good driving record and be able to pass the annual Ohio Department of Education School Bus Driver physical examination. 3. No more than 6 points in the past 6 years on driver record check. 4. Knowledge of Ohio Department of Education/Ohio Highway patrol regulations related to student transportation. 5. Proficient in computer skills and knowledge of applications necessary to access timely and relevant information and able to disseminate same. 6. All other requirements as specified by Ohio Transportation Operation and Safety rules, state or federal law, Ohio Administrative Code, or Board of Education policy. 7. Good attendance record. 8. Additional qualifications as the Board of Education may require.
Physical/Other Requirements:	<ol style="list-style-type: none"> 1. Able to access all areas of the transportation center, school buses, district vehicles, appropriate classroom, and office areas of District facilities. 2. Able to move freely through the bus to demonstrate all aspects of school transportation such as emergency evacuations and how to assist or lift younger students and carry them to safety when necessary. 3. Effective communication and interpersonal skills. 4. Able to present information to individuals, small groups, and large groups in a clear and compelling manner. 5. Able to work successfully with students, parents, teachers, administrators, and the community. 6. Able to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies. 7. Able to interact well with other people, but also able to work independently.
Performance Responsibilities (Essential Functions*):	
<ol style="list-style-type: none"> 1. Provide for the safe and efficient transportation training for drivers in accordance with District policies and administrative guidelines, Ohio Pupil Transportation Operation and Safety Rules, and the provisions of State and Federal law. 2. * Operate a school bus or van transporting regular and/or special education students over scheduled routes and to/from school and/or field trips, athletic trips, etc. in a safe and timely manner. 3. Demonstrate and explain established pre-trip and post-trip inspections of assigned vehicles. 4. * Demonstrate the proper check and use of all safety devices daily including fire, emergency, and first- 	

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- aid equipment and maintain cleanliness, appearance, and sanitation of assigned vehicle.
- 5. * Demonstrate the proper operation and use of all safety and assistive technology/equipment, including two-way radios, ramps, lifts, wheel chairs, harnesses, seat belts, etc.; conduct safety drills and evacuation drills as required.
- 6. Demonstrate how to report any mechanical defects or malfunctions to the Supervisor and Mechanic in writing.
- 7. Explain all policies pertaining to the loading and unloading of students and release of students to an authorized individual.
- 8. * Demonstrate the proper preparation and maintenance of reports, route maps, schedules, student lists, and accident reports as required by the State of Ohio, Ohio Department of Education, and by the District.
- 9. Demonstrate the maintenance of an up-to-date route sheet on the bus and in the District Transportation Office.
- 10. Demonstrate transportation services and support for special needs students in accordance with Individualized Education Plans (IEPs) and/or other District-authorized accommodation plan as assigned by Special Education staff.
- 11. * Demonstrate passenger behavior and control and the reporting of disciplinary violations to the appropriate authority as prescribed.
- 12. * Demonstrate the necessary and reasonable precautions to protect students, staff, equipment, materials, and facilities.
- 13. Demonstrate the maintenance of positive relationships and timely communications with students, parents, District staff and the community.
- 14. Successfully complete and maintain annual physical examination record and up-to-date driver training and licensing as required by the Ohio Department of Motor Vehicles and Ohio Department of Education.
- 15. Assist with other routes, as requested, when breakdowns or other unusual circumstances occur.
- 16. Meet the professional expectations of attendance, suitable attire and decorum, participation in Transportation/District meetings/functions, and support of District initiatives.
- 17. Respond to specific requests from the Transportation Supervisor on matters affecting the Transportation program and District operation.

Other Professional Expectations:

- 1. Demonstrate a belief in and practice of ethical principles and democratic values.
- 2. Keep up-to-date and knowledgeable of transportation and safety-related matters and District issues.
- 3. Use technology resources in accordance with District policies and administrative guidelines and the provisions of State and Federal law. Online conduct, including postings to social media, shall be in a manner appropriate to the employee’s professional responsibilities.
- 4. Perform other job functions as assigned.

Additional Working Conditions:

- 1. Occasional evening/weekend work, need to be flexible and be able to train to fit applicants schedule.
- 2. Occasional exposure to blood, bodily fluids, and tissue.
- 3. Frequent operation of a vehicle under inclement weather conditions.
- 4. Occasional interaction among unruly children.

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee’s work performance or the safety of others while on duty.

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I have received and read this job description and fully understand the requirements set forth therein.

Employee's Signature

Date

Supervisor's Signature

Date

The Madison Local School District is an equal opportunity employer.