

## Union Public Schools Job Description

**Position Title:** Bus Driver/Warehouse  
**Department:** Transportation/Purchasing  
**Reports To:** Director of Transportation & Director of Purchasing and Supply

**FLSA Designation:** Non-exempt

**SUMMARY:** Split position between transportation and warehouse and transports students to and from school safely. Ensures the efficient processing of District mail, processes ingoing and outgoing shipments.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Performs pre-trip inspections of vehicle before each route and reports all mechanical defects to transportation supervisor or designee.
- Promotes a positive image of the District through appropriate dress, proper school bus operations, and in dealings with parents, teachers, patrons, students, and all school personnel.
- Keeps bus clean inside and out, including regular cleaning of windows and mirrors.
- Fuels bus as required.
- Obeys all state and local traffic laws.
- Adheres to all Board policies and transportation department procedures.
- Follows the assertive discipline plan for handling discipline problems on the school bus.
- Drives any bus or route assigned by the Director of Transportation or designee.
- Completes all paperwork as required by the Director of Transportation, Director of Purchasing or their designees.
- Attends all in-service training classes.
- Keeps route information updated, including route maps.
- Uses the steps for picking up and discharging students as per the Oklahoma State Department of Education guidelines.
- Runs all bus routes on a designated schedule.
- Supervises children on the bus.
- Performs all practice emergency evacuations as scheduled.
- Safely operates a forklift, pallet jack, and other warehouse equipment.
- Responds to individual requests for student/financial records.
- Processes outgoing and incoming District-wide U.S. mail.
- Sorts and distributes all incoming interschool and intermediate District mail.
- Keeps accurate records of postage usage/expenditures; prepares reports; communicates orally and in writing.
- Unloads and loads trucks.
- Assists in overseeing the shipment and receiving of all goods such as instructional materials, computer, medical supplies, food, media materials, custodial supplies, and all other learning materials for the classroom teachers from UPS, RPS, FEDEX, AIRBORNE, and all other trucking lines.
- Selects and pulls stock; loads and delivers supplies and equipment to schools and sites.
- Prepares warehouse supplies for delivery.
- Checks in and delivers state adopted books.

- Performs inventory of instructional, computer, medical, and all District forms.
- Manages the completion of work orders in a timely manner.
- Maintains the proper maintenance of equipment.
- Maintains inventory control with Total Maintenance Authority (TMA) software.
- Assists administration, faculty, PTA, and education foundation in the storage of merchandise.
- Works with various software applications, entering and retrieving data as needed.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

**SUPERVISORY RESPONSIBILITIES:** None.

**QUALIFICATION REQUIREMENTS:** *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.*

- Meets all Oklahoma State Department of Education requirements for school bus driver certification, must have a good driving record.
- Passes all required DOT drug screens and physicals.
- Possesses knowledge of all State and Local traffic laws, especially those pertaining to the safe operation of school buses.
- Successfully completes all training and passes all written and skills exams associated with training.
- Successfully completes forklift certification training.

**EDUCATION and/or EXPERIENCE:** High school diploma or general education degree (GED). Must have no points on driving records and must be able to pass physical including drug test.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Have valid Oklahoma Commercial Driver's License, class B, with a passenger, school bus endorsement, and air brakes qualified.

**LANGUAGE SKILLS:** Ability to read and interpret documents including safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before small groups of employees or organizations.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:** Ability to apply common sense understanding and ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

**OTHER SKILLS and ABILITIES:** Ability to work in a friendly manner with coworkers and students. Ability to read and understand maps. Ability to physically manage students and

equipment. Ability to observe unusual student behavior and advise supervisor. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

**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, walk and stand. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job. The employee frequently uses hands and fingers to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms such as to operate vibrating machinery. The employee continuously uses hand strength to grasp equipment and tools, and climbs on to ladders. Employee must be able to frequently ascend and descend bus steps unassisted. Must be able to assist physically disabled students on and off the bus. The employee must be able to lift and/or move up to 75 pounds and push or pull up to 100 pounds. The employee will sometimes push/pull items such as, but not limited to, students in wheelchairs, table, scaffolds, furniture, bleachers, scrubbing machines, buffers and cabinets. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. If insulin dependent, the employee must complete a medical certification and an assessment from a treating clinician, per DOT/Federal Motor Carrier Safety Administration (FMCSA) regulations.

**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.*

While performing the duties of this job, the employee occasionally works in temperatures above 100° and below 32° and occasionally will walk on slippery surfaces. The employee will work near or with moving mechanical equipment. The employee may work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays and non-household dust. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety and well-being of others.

The noise level is frequently loud enough that the employee must raise his/her voice to be heard.