



BUFORD CITY SCHOOLS

SCHOOL BUS DRIVER

Employment Terms

- 180 Days

Reports To

- Transportation Director

Required Training and Experience

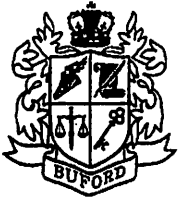
- CDL License
- High School Diploma or GED

Primary Function

- The Bus Driver provides safe transportation of students of all grade levels to and from school and on field trips, athletic activities, and other special trips.

Responsibilities/Duties

- Drives a school bus over an assigned route in accordance with the time schedule.
- Transports students, staff, and chaperones on field trips, athletic activities, and other special trips.
- Follows and enforces District Policy and Procedures and maintains discipline on the bus.
- Performs a pre/post trip inspection, completes daily vehicle maintenance report, and prepares reports of mileage, time, and student loads.
- Maintains interior bus cleanliness and no less than one half tank of fuel.
- Follows official/programmatic directives of Transportation Director.
- **Performs other duties as assigned.**



BUFORD CITY SCHOOLS

TRANSPORTATION DIRECTOR

Employment Terms

- 240 days

Reports To

- Superintendent; Assistant Superintendent

Required Training and Experience

- CDL License
- High School Diploma or GED

Primary Function

- The Transportation Director provides a smooth and efficient operation of the transportation department for Buford City Schools.

Responsibilities/Duties

- Insures that all bus drivers (including substitutes and coaches) have proper credentials, keep their licenses up to date, and meet all requirements established by the state.
- Insures that substitute drivers are in place when the need arises.
- Meets all state requirements for random drug testing, etc.
- Meets with drivers periodically and reviews routes, concerns, etc. Establishes a plan for expansion of routes as the addition or deletion of students justify.
- Coordinates all field trips and extracurricular demands on the transportation system. Coordinates the use of the buses as well as insuring that drivers are available when needed.
- Coordinates the additional licensing for new employees and helps identify and hire drivers as the need arises.
- Coordinates with the mechanic all concerns about the physical condition of the buses.
- Assists with the development of the transportation department budget.
- Completes and dispatches insurance reports as required.
- Responds to the DOE concerning required documentation involving the transportation division.
- **Performs other duties as assigned.**