



INTEGRITY STUDENT TRANSPORTATION SERVICES, LLC

JOB DESCRIPTION

JOB TITLE:	School Bus Operator
JOB TYPE:	Part-Time – Substitute
LOCATION:	Columbia, South Carolina
COMPENSATION:	Grade B
SCHEDULE:	Must have open availability with prior notification. May be requested or required to work any combination of early mornings, days, evenings, nights, weekends, holidays, multiple days out of town, and/or split-shifts.
REPORTS TO:	Operations Supervisor
DATE REVISED:	November 2018

GENERAL DESCRIPTION

Under general supervision, operates a school bus and/or activity bus to safely transport school students to and from school and co-curricular trips destinations in a timely manner, following all applicable laws, policies and regulations.

MINIMUM REQUIREMENTS

- Must possess a valid Commercial Driver's License (CDL) equivalent to a Class B with passenger "P" endorsement, school bus "S" endorsement, with no air brake restriction.
- Must possess a valid US Department of Transportation (DOT) medical certificate.
- Must possess or can obtain within one (1) month of employment a valid South Carolina School Bus Driver Certificate.
- 10-year motor vehicle record (MVR) must be insurable by company insurance carrier.
- Submit to and pass pre-employment drug and alcohol testing.
- Submit to and clear employment, safety, 10-year motor vehicle record (MVR), criminal background (FBI & SLED), and sexual offender background checks (SLED).
- Must be at least 18 years of age.
- Must possess a high school diploma or equivalent.
Must have the ability to read, write and speak English in a clear, concise manner.
- Have at least twelve (12) months of driving experience.
- Have no more than four (4) current points against his or her motor driving record (MVR)
- Have had no more than four (4) points against his or her motor driving record (MVR) in the previous twelve months.
- Have not had his or her driver's license suspended for a moving violation within the previous twelve (12) months.
- Must **NOT** have had their driving license suspended or revoked within the previous three (3) years
- Must **NOT** have had one (1) or more suspensions (with reinstatement).
- Must **NOT** have had three (3) or more at fault accidents with the last three (3) years.
- Must **NOT** have had three (3) or more moving violations within the last three (3) years (The conviction date and not the date of violation will determine the time parameters).
- Must **NOT** have had any combination of three (3) or more moving violations and/or at fault accidents.

PERFORMANCE RESPONSIBILITIES

- Operate a school bus/activity bus safely and efficiently.
- Supervise and assist the loading and unloading of students (including disabled) on and off bus.
- Responsible for loading, unloading and moving luggage, packages and other items as needed.
- Perform daily pre trip and post trip inspections according to federal regulations and company policy.
- Complete and maintain accurate and timely records and reports; such as: EVIR (Electronic Vehicle Inspection Report), time sheets, trip sheet, etc.
- Attend scheduled safety meetings.
- Responsible for ensuring inside and outside of vehicle are properly cleaned and fueled on an ongoing basis.
- Report accidents or other safety situations to management.
- Treat all guests, customers, supervisors, managers, co-workers, and all other persons in a courteous, friendly and professional manner.
- Required to meet all dress code and grooming standards as set forth by the company.
- Perform other duties as assigned.

JOB DEMANDS

- Must be able to sustain a work load consisting of exerting 20 to 50 or more pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and up to 10 pounds of force constantly to move objects.
- Must be able to frequently talk, walk, and use hands to handle or feel objects or controls. Occasionally required to stoop lift up to 25 pounds, push or pull and climb stairs. Specific vision abilities required includes distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Will be regularly exposed to fumes, odors and moderate noise.