

MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT

BUS/VAN DRIVER

QUALIFICATIONS:

1. Valid New Jersey Commercial Drivers License.
2. High School Diploma or equivalent is required.
3. Prior experience and proficiency as a bus/van driver is highly desirable.
4. Willingness to acquire knowledge of Matawan Borough and Aberdeen Township roadways.
5. Willingness to work overtime.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PRIMARY FUNCTION:

To drive a school bus/van in a safe, efficient and competent manner, so that students are transported safely, timely and efficiently to all school related activities.

REPORTS TO:

School Business Administrator and/or designee.

TERMS OF EMPLOYMENT:

Ten-month school year. In accordance with the terms of the Collective Bargaining Agreement between the board of Education and the MRTA.

EVALUATION:

In accordance with Board policy and/or procedure on evaluation of support services personnel.

PERFORMANCE RESPONSIBILITIES:

1. Obeys all local, state, and federal motor vehicle laws.
2. Observes all mandatory safety regulations for school buses/vans.
3. Maintains good order and enforces proper conduct and safety when students are on the bus/van and/or at bus drop-off/pick-up locations.
4. Reports unruly students to the principal and/or designee.
5. Keeps assigned bus/van neat and clean.
6. Reports to work on time and adheres to required route time schedules.
7. Makes a conscientious observation of possible mechanical defects before each bus/van operation.
8. Reports any mechanical failure or lateness immediately to Lead Bus Driver
9. Discharges students at authorized stops only.

BUS/VAN DRIVER (continued)

- 10. Exercises appropriate responsibilities when on out-of-district school trips.
- 11. Transports only authorized students from pupil transportation lists.
- 12. Reports all accidents immediately and completes required reports.
- 13. Enforces regulations against smoking on a bus/van.
- 14. Uses proper warning lights and directional signals.
- 15. Allows only students/individuals on the bus who have a right to be there.
- 16. Carries out such other duties as may be assigned by the School Business Administrator and/or designee.

DATE ADOPTED BY BOARD May 23, 1994

AGREED TO BY INCUMBENT _____ DATE _____
(Signature)

(Print Name)