

Pitt County Schools

DUTIES AND RESPONSIBILITIES OF AN EXCEPTIONAL CHILDREN'S SCHOOL BUS DRIVER

Exceptional Children's School Bus Drivers and Safety Assistants should know that the driver is responsible for the safety of the passengers and bus. The Safety Assistant's job is to help the driver. The safety assistant works daily under the direction of the assigned school bus driver but is supervised by the Transportation Director or Designee. The driver should always remember that he/she alone is legally responsible for the operation of the bus and the safety of its passengers.

The Duties of the Exceptional Children's School Bus Driver shall be:

1. Drive a school bus safely and professionally.
2. Drivers will attend and take part in all meetings conducted for drivers. You must attend at least 80% of the monthly safety meetings per year or it will be reflected in your annual evaluation.
3. Maintain accurate records: timesheet, mileage, up-to-date route descriptions, student data, seating chart, arrival and departure forms, and other related materials following the directions provided by transportation staff.
4. Drivers will follow the prescribed bus route and make no deviations or unscheduled stops unless reported immediately to the transportation office. Part of your job is to suggest route efficiency improvements. Only the TIMS staff, Transportation Director or Designee can authorize a change in your route. If the run directions send your bus on a non-paved road, you are required to complete a "Route Hazard Form" immediately and turn it into the TIMS staff.
5. You do not have the authority to leave the student at school because of behavior; you **MUST** contact a Transportation supervisor before the bus leaves the campus.
6. Route additions/deletions will be provided to drivers as student assignments or needs change. Run directions are not always provided for all route additions/deletions. If you feel the most efficient path to accommodate the change sends the bus on a non-paved road you are required to complete a "Route Hazard Form" immediately and turn it in to the TIMS staff.
7. EC students must have supervision at the bus stop. No student may be left unattended. If student supervision by a recognizable adult is not available, contact a Lead Driver, Supervisor or Transportation Director. Exceptions must be in writing approved by the Transportation Director. Remember, the bus driver is legally responsible for ensuring the student is given over to the custody of a recognizable and approved adult.
8. Obtain a substitute driver when you will be absent. The Transportation Department will provide a list of eligible substitute drivers to each employee. It is the employee's responsibility to notify appropriate Transportation Department administration if you will be absent and who will be substituting for you.
9. Immediately report delays in route departure (morning or afternoon) of more than 5 minutes to transportation staff. During the route, all delays of more than 5 minutes or unscheduled stops (bathroom) must be reported to transportation staff. These situations warrant immediate reporting for advice on how to handle the situation.
10. You should not go inside the school except for emergency restroom visits. If the bus arrives late to school in the morning, check the student(s) in at the office or to appropriate staff. In the afternoon, you must notify transportation if students are not brought to the bus loading area at the end of the school instruction day. If school staff want to meet with you inside the school, you must notify transportation.
11. Employees who have two or more tardies will receive a reprimand. Evaluation: Unexcused Absenteeism 1-4 = above standard, 5 – 8 = standard, 9 and above = below standard.
12. Provide instruction and guidance to the safety assistant that works under your daily direction but is supervised by the Transportation Director or Designee.
13. Safety Assistants will assist drivers with the children. The monitor will have full responsibility to maintain discipline while the bus is on route. Once a student is in the care of the bus driver and safety assistant, student

supervision is vital at all times. Safety Assistants will assist students on and off the wheelchair platform while the driver operates the lift controls.

14. The bus driver and safety assistant work as a team to load and unload the Exceptional Children's bus; assist students with special needs; operate the wheelchair lift and secure wheelchairs; lift pupils from wheelchair to seat as needed, secure students into seat belts or booster seats as needed, and see them safely across road when necessary. Remember, the bus driver is legally responsible for the care and transportation of all students.
15. Complete a pre-trip and post-trip inspection of the bus to promote safety, reduce delays and make sure no pupil is left on the bus. This is a Federal Commercial Driver's License Requirement. Clean the interior of the school bus of debris and personal body fluids from students as needed.
16. The safety of our pupils, safety assistants and drivers are of utmost importance. Drivers and Safety Assistants are asked not to go to the door of or into a pupil's residence. Contact with the home should be made via telephone whenever possible. Individuals who are not school system employees (such as parents/guardians) should not be permitted on the bus without the permission of the Transportation Director or Designee.
17. Make sure passengers do not get on or off the bus while the bus is in motion. When the school bus is in motion, all passengers should be seated. Routes should depart on time to allow the safety assistant to help seat students as needed and then be seated before the bus moves.
18. No pictures of students are allowed, unless it is to document an issue related to safe student transportation. All pictures must be turned over to the Transportation Director or designee immediately.
19. Students who repeatedly remove their shoes/socks or both should have them stored in their book bags or at the front of the bus. When they arrive at school or the afternoon bus stop, an attempt should be made to put the shoes back on the student, but in no case should shoelaces be tied around any body part. Students must be able to walk safely down the bus steps.
20. Perform all duties in accordance with the procedures set forth in the NC Department of Transportation, Division of Motor Vehicles School Bus & Traffic Safety Section's Handbook for School Bus Drivers.
21. Perform your duties in such a manner to abide by all the operational procedures set forth in Pitt County Board of Education Policies [6300](#), [6305](#), [6306](#), and [6315](#) all of which pertain to the Pitt County Schools Transportation System.
22. This is a 180-day position requiring your services only when Pitt County Schools are in session for students. Reappointment the next school year is dependent upon a satisfactory job performance evaluation at the end of the school year.
23. Perform any other duties assigned by a Transportation Director or designee.
24. The Transportation Director or Designee operates with an "Open Door Policy" to encourage you to bring suggestions and concerns to our attention.

My signature below certifies that I have been informed and understand that it is my responsibility to read all NC DMV School Bus and Traffic Safety School Bus Operational Guidelines and Pitt County Board of Education Policies related to the responsibilities and duties of a school bus driver. I understand that failure to perform my duties professionally or the omission of the above duties and responsibilities may result in my suspension or discharge as a School Bus Driver.

Employee Signature

Date

Print Name

School Bus Drivers Telephone number