



Springfield Local Schools

BOARD OF EDUCATION



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& INSTRUCTION

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August 28, 2023

Mr. Jeff Allen
OAPSE #530

Re: **POSTING**

The following position is now open:

STANDBY DRIVER ROUTE UNASSIGNED

4.0 Hours

Specific route assigned as needed - Hours may vary depending on assignment

Approx. time: 6:30am – 8:30am and 2:15pm – 4:15pm

(times are subject to change based on need and routing)

Salary per schedule.

\$16.48 - \$22.25 per hour

Those interested in this position should apply in writing or email (sp_boswell@springfieldspartans.org) to Dustin Boswell. Please obtain a signed receipt copy of your letter. For emails, a response will be sent. This posting will remain open until filled.

Sincerely,

Shelley Monachino
Superintendent

SPRINGFIELD LOCAL SCHOOLS
JOB DESCRIPTION

TITLE: Bus Driver

- QUALIFICATIONS:
1. Must meet all Department of Transportation requirements including maintenance of a valid Commercial Driver's License. Must meet all applicable state license/permit requirements for school bus transportation.
 2. Knowledge of Federal, State and Local laws, rules and regulations pertaining to school transportation vehicles, loading and unloading of students and safety requirements.
 3. Familiar with hazardous materials related to job and the safe handling of such. Understand proper precautions when dealing with substances, which may carry disease, that are communicable, including clean-up and disposal of contaminated materials.
 4. Able to detect unsafe conditions while traveling in a bus at speeds up to 55 miles per hour, choose the safest response, and act in time to avoid collision or altercation.
 5. Be aware of and understand student behavior sufficiently to maintain control over passengers.
 6. Basic familiarity with vehicle maintenance helpful.
 7. Must be able to repeatedly climb in and out of a bus. Must possess depth perception to be able to judge distances while driving. Must be able to stoop, kneel, crouch, reach and grasp in order to conduct pre-and post-trip inspections at least twice daily.
 8. Requires constant use of extremities to operate equipment and drive bus (95% of the time). Must be able to move quickly in a confined space required in the event of evacuation of students off the bus. Must possess ability to maneuver quickly and safely through emergency bus exits.
 9. Ability to tolerate considerable exposure to outside elements with exposure to seasonal temperature extremes and inclement weather. Requires ability to tolerate noise and activity of in excess of 70 children in a confined space.

Salary Schedule	
YRS ...	RATE
0	\$16.48
1-2	\$17.37
3-5	\$18.33
6-8	\$19.33
9-11	\$20.11
12-14	\$21.01
15-19	\$21.59
20+	\$22.25

REPORTS TO: Transportation Supervisor

JOB GOAL: To drive a bus or other commercial passenger vehicle to designated locations, picks up children and/or adults and transport them to designated locations.

PERFORMANCE RESPONSIBILITIES:

1. Perform pre-trip inspection by reading the previous report and visually checking parts and components as directed under Federal, State and Company guidelines, and listening for audible alarms as required. Determine if bus is acceptable to drive based on pre-trip inspection. Record all defects and report immediately as directed, do not use bus until safety related defects are corrected. Record all deficiencies and reports in a timely manner.
2. Confirm daily schedule with Dispatcher in person or by two-way radio, noting any changes to regular pick-up, drop-off schedules. Alerts Dispatcher when alternate routing or stops are necessary because of safety, inclement weather, construction or emergencies.
3. Learn the names of every student riding the bus. Know where each child is to be picked up in the morning and dropped off in the afternoon. Maintain seating arrangements when required.
4. Fuels bus when/if required.
5. Drives bus to scheduled student pick-up/drop-off stops, while obeying all traffic laws. Ensure safe loading and unloading procedures are followed at all times. Contacts branch via 2-way radio if unsafe conditions exist while en route, or in the event of a breakdown.
6. Ensure students are seated and demonstrating safe behavior at all times while on a school bus. Determines when a student's behavior warrants further action. Determines necessary action to take and follows through by contacting appropriate official to review unacceptable student conduct. May refer extreme discipline problems to Branch Manager for follow-up, by contacting branch through 2-way radio.
7. Exhibits professional, courteous behavior in all interactions with students, parents, school officials, co-workers, supervisors and the general public.
8. Completes and submits daily and weekly written bus and time reports as required.
9. Attends all required safety and in-service training programs during the school year.
10. Ensures bus is clean at all times and that aisle ways are kept clear for safe emergency exits.
11. Conduct periodic passenger evacuation drills in full compliance with all state and/or contractor requirements.
12. Performs assigned tasks during guaranteed time periods if bus routing allows spare time.

13. Complete various other required pieces of paperwork, including incidents/accidents reports, as required by Company policy.
14. Reports to work free from the effects of alcohol and illegal drugs, and prescription/non-prescription drugs, such as, but not limited to, cough syrup including codeine and/or alcohol, which might impair ability to perform duties safely. Maintains valid drivers license at all times and immediately reports any changes in license status which could infringe on qualifications or safe operation of required vehicle class license.
15. Conducts post-trip bus inspection after every run, including a walk-through inside the bus to ensure no students remain on the vehicle. Follows established procedures for parked bus placard use. Follows local procedures if a student has missed his/her drop-off stop.
16. Follow all policies and procedures contained in the driver handbook, including branch specific work rules, unless they apply specifically to monitors.
17. Other duties, as assigned.

TERMS OF EMPLOYMENT: Ten, eleven, or twelve-month year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____