



Department of Transportation
Patricia Hurley-Ritenour, Director
One Park Center Court, Suite A
Manassas Park, VA 20111-2395
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JOB DESCRIPTION

Title of Position: Bus Driver

Purpose of Position: Transports students safely, efficiently and economically to and from school on a daily basis and extra-curricular events on a non-regular basis

Reports to: Transportation Director and Deputy Superintendent of Schools

Requirements:

- Virginia Class B Commercial Driver's License with School Bus Endorsement
- Safe Driving Record which meets the City of Manassas Park's Policy and Insurance requirements
- Signed Physician's Certificate
- Able to read, write, speak and understand English

Principal Responsibilities and Duties:

1. Perform pre- and post-inspection of assigned bus as required by DOT and DOE regulations; clean interior, exterior, windows, lights and mirrors.
2. Adhere to strict time schedule, including use of time clock; arrive and depart at scheduled stops in a consistent and punctual manner.
3. Maintain high level of professionalism and patience with students, parents, co-workers, administration and the general public.
4. Submit daily, weekly and special reports, as directed by Transportation Director.
5. Take assigned vehicle for preventative maintenance, state inspection, and minor repairs as directed by Fleet Coordinator.
6. Follow proper protocol when disciplining students.
7. Other duties as assigned.

Skills, Knowledge, Abilities and Requirements:

1. Ability to maintain a teamwork atmosphere with co-workers.
2. Ability to meet all requirements as written by DOT/DOE regulations and MPCS policy and practices.
3. Ability to communicate effectively with students, parents, co-workers, administrators and the community.
4. Ability to stay calm in emergencies.
5. Ability to use equipment properly and recognize equipment malfunctions.
6. Ability to complete daily pre-check form and complete all other forms as required.
7. Ability to handle a bus and use mirrors to drive in safe and responsible manner.

8. Ability to adjust to varying driving conditions which may include, but not be limited to, snow, ice, rain, wind, accidents, etc.
9. Ability to operate two-way radio and adhere to strict protocol.
10. Ability to maintain effective control of groups of children and maintain safe driving skills.
11. Ability to concentrate when exposed to high noise levels; ability to distinguish between general noise and unusual noise.
12. Ability to follow oral and written directions; read, write and speak English.
13. Participate and certify in First Aid and CPR.

In addition to the above, at the discretion of the Transportation Director, all drivers may be required to meet the following SPED requirements:

- Physical stamina and stature to load, unload, and secure wheelchair students
- Able to lift 50 pounds
- Willingness to endure exposure to inclement weather
- Skill to operate electrical/manual lifts on ramp buses from ground to completion
- Knowledge of proper safety requirements of individual wheelchairs, braces, safety vests, harnesses and other medical equipment and devices