

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6172
Pay Grade: D09

FLSA: Non-Exempt

STUDENT TRANSPORT DRIVER
<u>REPORTS TO:</u> Transportation Compound Manager
<u>SUPERVISES:</u> Not Applicable
<u>QUALIFICATIONS:</u> High School Diploma or possession of a GED. Two years' experience working with K-12 students. Five (5) or more years licensed driving experience and an excellent driving record. Must possess and maintain a valid Florida class "E" driver's license. Must hold a current State Medical Examiner's Certificate issued by a Pinellas County School Board-approved physician. Must pass drug test and state-mandated dexterity test. Must satisfactorily complete eight (8) hours of district preservice instruction and behind-the-wheel training before transporting students. Valid and current American Red Cross Adult and Pediatric First Aid/Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED).
MAJOR FUNCTION
Responsible for the safe and efficient delivery of students to and from schools or other destinations in accordance with the laws of the state of Florida, rules of the State Board of Education, and procedures of the Pinellas County School Board. This position includes working with exceptional education students. Must be flexible, able to adjust hours and geographic area according to immediate needs, and willing to assist on any route. Must be able to operate any non-CDL vehicle used by the district for transporting students, including but not limited to, Multipurpose passenger vehicles, Passenger Cars, Type A School Buses, etc.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> Follows a designated route and an established time schedule while picking up and dropping off students at specific locations on a route. Observes all state, city and local traffic laws and regulations along with the District Safe Driver Plan, uses all signals, and ensures that all traffic is stopped before loading and unloading students. Instructs students on proper safety methods to load and unload from the assigned vehicle and sees that instructions are carefully followed. Maintains order on vehicle at all times and stops any disruptive behavior by following district policies, procedures and protocols. Reports to the school principal repeated/serious misconduct on the part of any student while in the vehicle or under the driver's immediate supervision. Reports bullying or harassing students to the proper authorities immediately. Attends and participates in all required department training, safety sessions and employee meetings. Must be flexible and able to adjust work hours based on daily needs. Must be willing to work in any geographic area within the county based on daily needs. Must be willing to ride the school bus as an assistant from your assigned compounds as needed. Performs daily pre-trip inspection of assigned vehicle and reports any defect affecting safety or economy of operation immediately to supervisor. Performs post-trip inspection and checks the assigned vehicle after the morning and afternoon runs are complete to ensure no student or non-essential equipment remains onboard. Performs student checks at each school in the morning and afternoon. Reports all accidents immediately to the appropriate Transportation official. Ensures assigned vehicle meets regular maintenance schedule and report mechanical or safety equipment failure, malfunction or discrepancy with the vehicle to the vehicle maintenance department.

STUDENT TRANSPORT DRIVER

ESSENTIAL RESPONSIBILITIES (Continued)

- Maintains confidentiality of any information which may include, but not limited to, student behavior, health, special needs, program and staff members according to Family Educational Rights and Privacy Act (FERPA), Individuals with Disabilities Education Act (IDEA), and Health Insurance Portability and Accountability Act (HIPAA).
- Completes various forms and records, including, but not limited to, update route sheets, time sheets, field trip forms, incident reports and accident reports.
- Performs other related duties as assigned.

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 11/15/24 PT; BOARD APPROVED: 12/17/24

STUDENT TRANSPORT DRIVER

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds			X		
2. Lift objects weighing 21 to 50 pounds		X			
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds			X		
6. Carry objects weighing 21 to 50 pounds		X			
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time			X		
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending				X	
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy	X				
20. Using a computer to enter and transform words or data	X				
21. Using various technology tools	X				
22. Working in a normal office environment with few physical discomforts	X				
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions				X	
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions				X	
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls		X			
26. Operating automobile, vehicle, or van					X
27. Other physical, mental or visual ability required by the job					X

Student Transport Driver – SEIU