

SECTION I: EMPLOYMENT

A. JOB DESCRIPTIONS/PERFORMANCE RESPONSIBILITIES

1. Drivers - (full-time, substitute, & activity)

The role of the professional school bus driver in today's educational society is unique, vital and complex. Whether a full-time or substitute employee, whether driving daily bus routes or driving to school-related activities, the driver is an important representative of the Tangipahoa Parish School System. By virtue of this position of public trust, the driver has certain responsibilities to the Tangipahoa Parish School Board, the Superintendent of Schools, the Transportation Department administrative staff, school principals, students, and parents. Specific responsibilities of the professional school bus driver are listed below:

- a. Safely transport assigned students at each respective school.
- b. Report regularly and punctually for work within the time frame established by the Transportation Department.
- c. Notify the Transportation Department and the Principal or designated person at each assigned school of impending absence, tardiness or mechanical failure.
- d. Be responsible for securing a substitute driver and/or a substitute vehicle when needed.
- e. Establish proper techniques and follow disciplinary procedures as established by the Tangipahoa Parish School Board.
- f. Complete all required reports and assignments accurately and in a timely manner.
- g. Accept and run route changes and/or additional trips as directed by school-based administrators and/or the Transportation Department.
- h. Maintain good public relations with students, parents, and school administrators.
- i. Maintain a neat and clean vehicle, mechanically safe, in compliance with federal, state and local regulations.
- j. Accurately record and report appropriate mileage and times for each and all designated routes. (See Appendix)
- k. Conform to Louisiana laws concerning the safety and welfare of assigned students.
- l. Demonstrate a thorough knowledge of state and local traffic laws and local ordinances governing motor vehicle operations.

- m. Establishes safe bus stop locations.
- n. Notify parents of bus schedules, (i.e., time and bus stop location) prior to opening of school and when changes occur.
- o. Attend and actively participate in all required meetings and/or in-service training programs.
- p. Inspect buses and maintain inspection documents for owned, rented or assigned vehicles in accordance with local, state and federal regulations.
- q. Notify the Transportation Department of all accidents, incidents, and motor vehicle violations in a timely manner.
- r. Determine that any vehicle used in the absence of the driver's contracted vehicle shall be properly insured, inspected and reported to the Transportation Department and to the insurance carrier, as may be required.
- s. Maintain an acceptable driving record in personal vehicles and the school bus as required in the Commercial Motor Vehicle Safety Act of 1986 and its revisions.
- t. Notify the Transportation Department within thirty (30) days of any moving violation conviction.
- u. Meet all requirements of the Tangipahoa Parish School Board's alcohol and drug testing policy for school bus drivers.
- v. Perform all other duties relating to the fulfillment of the responsibilities of a bus driver, as assigned by the Supervisor of Transportation (or designee).

2. Attendants

The special education bus attendant's role is to assist the bus driver in providing a safe, comfortable ride for students with special needs. Fulfilling that responsibility requires a trained, sensitive, and caring individual who is capable of understanding specific needs of each child on the bus.

- a. Report regularly and punctually for work within the specified time framework.
- b. Be present on the school bus at all times during the bus route.
- c. Assist the driver with student loading and unloading.
- d. Ensure that assistive safety devices (if required) are in use and properly secured.
- e. Occupy a seat on the bus so as to easily assist student riders.

- f. Be responsible for obtaining a substitute attendant when needed.
- g. Promptly notify the driver of problems (i.e., discipline, illness, etc.) concerning student riders and take the appropriate action.
- h. Accurately complete and file in a timely manner all records and reports required by the Transportation Department, Special Education Department or individual schools.
- i. Accept and run route changes and/or additional trips as directed by school-based administrators and/or the Transportation Department.
- j. Successfully complete all in-service training programs required by the State Department of Education and by the Tangipahoa Parish School System.
- k. Become familiar with the Louisiana Department of Education Bulletin 1886: *Special Education Transportation Guide* and adhere to all of its requirements.
- l. Perform all other duties relating to the fulfillment of responsibilities of a bus attendant, as assigned by the Transportation Department (or designee).

ⁱ Revised Date July 1, 2008.