

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 11/09/21



Recognition: Students Staff Parents
Information: Building Report Old Business Superintendent's Report
Action: Resignation Hiring Contract Service Agreements
 Travel Out-of-State Travel In State Approvals
 Termination Legal Matters Other:
 This action request pertains to Elementary (only) High School/District Wide

Date: 11/03/21

To: School board Members

From: Corrina Guardipee-Hall ED.S.
Title: Superintendent

Subject: **Create Additional Bus Driver Position**

Description: Teri DeRoche is requesting an additional bus driver position in order to open another route by taking some of the kids off one route and adding to the new route. The students would be from New homes 6000 unit (10), Log homes (20), Hospital houses (6), Horseshoe loop (6), Mountain view (15). Roughly if they all ride there would be about 55 students. Log homes route (20) is already with another route Glacier homes south (21) and College homes (8) so there are roughly 50 on this route alone.

Financial Impact: Per Classified Negotiated Agreement in Lane 3

Funding Source (Budget/grant, etc.): Impact Aid

Attachment(s): Job Description

Superintendent Action: Approved Denied Deferred Initial & date: _____

Comments: _____

Board Action: N/A (Info) Approved Denied Tabled to: _____

Browning Public Schools
JOB DESCRIPTION
Effective: September 5, 2001

Bus Driver

Summary of Functions

Enables each student, through safe, courteous, and efficient transportation, to take full advantage of the complete range of curricular and extracurricular activities offered by the district schools. Assists in maintaining buses, vehicles and premises as needed.

Essential Duties and Responsibilities

- 1) Compliance – Obeys all traffic laws. Observes all mandatory safety regulations for school buses. Instructs students and teachers in emergency bus evacuation procedures. Enforces regulations against smoking and eating on the bus.
- 2) Transport Procedures – Checks bus before each operation for mechanical defects. Notifies the proper authority in case of mechanical failure or lateness. Fuels the bus as needed. Transports only authorized students. Discharges students only at authorized stops. Exercises responsible leadership when on out-of-district school trips.
- 3) Discipline – Instructs students in proper bus conduct. Maintains discipline when students are on the bus. Reports misconduct on bus through established district procedures.
- 4) Safety – Maintains safety standards in conformance with state and insurance regulations and develops a program of preventative safety.
- 5) Accident Reporting – Reports all accidents and completes required reports.
- 6) Cleaning – Cleans the interior of the bus daily. Cleans exterior of bus as needed.
- 7) Maintenance – Assists in shop and performs maintenance and repairs to buses, vehicles and premises as assigned.
- 8) Radio – Operates two-way radio as needed.
- 9) Reports – Keeps daily log forms and prepares other required paperwork accurately and promptly.

- 10) Other – Performs such other functions and assumes such other responsibilities as the supervisor may from time to time assign or delegate.

Organizational Relationships

Supervised by and reports to the Director of Transportation.

Qualifications

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- ❑ High school diploma or equivalent.
- ❑ Valid Montana driver's license with appropriate commercial driver's license endorsement.
- ❑ Must have a good driving record.
- ❑ Must have, or be able to obtain within the probationary period, a First Aid/CPR card.
- ❑ Knowledge of the working parts of a bus in order to identify minor mechanical defects.
- ❑ Knowledge of and experience in vehicle maintenance.
- ❑ Good public relations skills including ability to communicate effectively with students, parents, district staff members and other concerned people.
- ❑ Ability to report to work on an on-call basis with short notice.
- ❑ Ability to read and follow maps and schedules.
- ❑ Physical abilities to drive a large bus; to sit for prolonged periods; to assist ill or physically impaired students to enter or exit a school bus through the passenger service door and move about in an overturned bus as required to provide assistance to students in evacuating the bus.
- ❑ Good work habits.

Desirable Qualifications – Previous successful experience as a bus driver. Knowledge of district bus procedures.

Work Environment – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.