

CITY OF SHELTON JOB POSTING 6042018

**BUS DRIVERS FOR BOARD OF EDUCATION STUDENTS
TITLE: PART-TIME BUS DRIVERS**

GENERAL DESCRIPTION OF POSITION

This is a responsible part-time seasonal position to transport students to and from school and other sites for school related activities and to ensure the safety of the student passengers while in a school vehicle.

THIS IS A PART TIME AND SEASONAL POSITION.

QUALIFICATIONS: Must have a valid and appropriate Connecticut Driver's License; a Class CDL A, B or C license with P or S endorsement; and a Connecticut School Bus Driver's Certificate. Must possess a safe driving record.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable ability to establish and maintain effective working relationships with superiors, associates and the general public. Ability to maintain patience, emotional stability and is not inclined to take chances, keeping the safety of the students as a primary goal. Ability to make work decisions in accordance with rules, regulations and departmental policies, state statutes and local ordinances and procedures in accordance with City standards and policies, including those of the Board of Education.

The Part Time Bus Driver job description is attached, describing the examples of duties, supervision given and a more detailed job description, which terms and conditions will apply to each candidate.

HOW TO APPLY: Applicants may complete a City of Shelton job application available on the City of Shelton website www.cityofshelton.org (Human Resources page) or on the job posting bulletin board located outside the Human Resources Department, Shelton City Hall, 54 Hill Street, Shelton, CT 06484.

PROBATIONARY PERIOD: The successful applicants shall be subject to a six (6) month probationary period.

APPLICATION CLOSING DATE: Applications will be accepted at Shelton City Hall, Human Resources Office on the first floor of Shelton City Hall, 54 Hill Street, Shelton, CT 06484 until the positions are filled.

This position description should not be construed as a complete listing of all duties and is not a contract of employment. The City of Shelton is an equal opportunity employer. EOE/MF

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DESCRIPTION AND EXAMPLES OF DUTIES:

Drives a school transportation vehicle within assigned and prescribed route(s) within school time schedules, picking up and safely discharging authorized students at authorized and designated stops.

May operate a special ramp bus; loads and unloads students in wheelchairs on and off bus, inspecting wheelchairs for operational safety; operates ramp; positions and secures wheelchairs in bus.

Transports students and teachers on field trips and/or school related events to various locations; planning necessary route(s) and stops as needed.

Maintains order and proper discipline of student passengers in accordance with City and school policies, and reports all undisciplined students to the proper authority.

Conducts safety and operational inspections of assigned vehicle daily.

Reports needed mechanical repairs when necessary.

Servicing busses with fuel, including but not limited to propane, gas, diesel fuel and oil; checks and, when necessary, fills tires and batteries.

Performs periodic safety drills as required by law; completing necessary reports upon request.

Maintains cleanliness of vehicle.

Performs related tasks to ensure safe operating condition of the vehicle.

Completes periodic mileage and other reports including passenger counts.

Attends various meetings regarding safety, first aid and training updates as required.

Attends driver training programs to maintain current knowledge of Connecticut Motor Vehicle Code and Education Code as it applies to the operation of vehicles in the transportation of school children.

Operates a two-way radio or other communication instruments as provided.

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Obeys all traffic laws and any and all mandatory safety regulations for school buses; and drives at a speed, which is both within the legal limit and reasonable for existing conditions.

Reports all accidents, student incidents, injuries and/or other pertinent activities and completes required reports.

Refrains from use of profanity and use of tobacco products while on the bus, with or without student passengers or outside of the bus while in the company of students.

Conforms to city policies and regulations, state and DMV policies and administrative regulations, including but not limited to alcohol and substance abuse, and is subject to random substance abuse testing.

Performs related duties as required.

SUPERVISION RECEIVED:

Works under the supervision of the Bus Transportation General Manager/Transportation Coordinator of the City and/or their designee.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to work independently, have excellent oral communication skills, working with students and their parents.

Considerable ability to establish and maintain effective working relationships with superiors, associates and the general public.

Ability to maintain patience, emotional stability and is not inclined to take chances, keeping the safety of the students as a primary goal.

Ability to accurately maintain records and to understand and follow written and oral instructions.

Ability to make work decisions in accordance with rules regulations and departmental policies, state statutes and local ordinances and procedures in accordance with City standards and policies, including those of the Board of Education.

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