



***The Mission of the Defiance County Board of Developmental Disabilities (DCBDD) is to enrich the lives and meet the needs of individuals with developmental disabilities and their community throughout their lifetime.***

**Job Title:** Bus Driver

**Work Location:** 195 Island Park Ave., Defiance, OH 43512

**Department:** Facilities and Transportation

**Reports To:** Facilities and Transportation Manager

Full-time  
 Part-time

**Hours: Monday - Friday**

Exempt  
 Non-Exempt

Hourly  
 Salary

**Essential Duties and Responsibilities:**

- Assists in safely loading/unloading vehicle, including operation of the wheelchair lift as assigned/needed and securing the wheelchair appropriately. Also working with other staff and following IEP guidelines for appropriate adaptive equipment needed for individuals while being transported.
- Practices and adheres to state and local regulations pertaining to operation of school buses. Follows all local laws regulating the operation of a motor vehicle.
- Maintains accurate schedule for route, weather permitting. Responsible to notify the parents/caretakers of any changes in the schedule when it comes to drop off and pick up times as needed.
- Responsible for the overall safety, control and order at all times while driving the bus. Maintains discipline, as needed. Implementation of emergency action plan with individuals with medical concerns.
- Drives field trips or other scheduled agency events as required by Principal or Superintendent. Shall be available during the specified event.
- Completes required forms and records as assigned which include clerical task such as pick up and drop off times, narrative of route, logs, time sheets, mileage sheets an etc.
- Completes pre-trip and post-trip inspections, including but not limited to, physically inspecting complete inside of bus for seat security and lost items, passengers left behind. During the winter season, properly plugging in and unplugging the bus.
- Responsible for maintaining proper cleanliness of vehicle.
- Responsible for fueling vehicle as required.
- Responsible for conducting routine emergency drills on annual basis
- Responsible to notify the Facilities and Transportation Manager of needed maintenance and/or repairs.
- Attends and participates in various meetings, professional meetings, conferences, and inter-agency meetings, as assigned by the Facilities and Transportation Manager or the Superintendent.
- Other duties as appropriate and assigned by the Facilities and Transportation Manager or the Superintendent.

**Education and/or Work Experience Requirements:**

- High School Diploma or General Equivalency Diploma (GED).
- Bus Driver Training provided and approved by the Ohio Department of Education.
- Possess or obtain a valid Commercial Driver's License (CDL) with air brakes and cargo (Class B with S&P endorsements) through the Ohio Bureau of Motor Vehicles.
- Safe driving record documented by a semi-annual driver's abstract. Must be insurable through Board insurer (loss of insurability automatically results in termination).

**Minimum Qualifications and Physical Requirements:**

- Must be able to lift, carry and move office supplies, materials, and equipment required for day-to-day operations.
- Knowledge and utilization of universal precautions to prevent the spread of infectious contagious diseases along with being compliant on proper blood borne pathogens clean up procedures by OSHA standards.
- Maintains confidentiality and follows appropriate chain of command. Maintain professional ethics in keeping confidentiality of information and material in accordance with Federal I-I IPPA and FERPA laws.
- Ability to safely and successfully perform the essential job functions consistent with ADA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards.
- Successfully pass a physical examination and drug test after job offer.
- Obtain and maintain First Aid and CPRIAED certifications.
- Valid Drivers License to use Agency Vehicles.
- Possess or acquire knowledge of proper lifting techniques.
- Must be able to talk, listen and speak clearly on telephone.
- Bureau of Criminal Identification and Investigation (BCII), Federal Bureau of Investigation (FBI), and abuser registry clearances. Ability to access worksite(s) required.

**Work Conditions**

- Professional office environment is provided. Travel within the county is expected.
- May be exposed to individuals who exhibit aggressive behaviors.
- Drug and alcohol testing clearance required (initial and random).
- May be exposed to infectious/contagious disease as part of employment setting.
- Ensures and maintains harmonious and effective relationship with other employees, consumers, parents/guardians, local school districts and state and local community service agencies.
- Knowledge and utilization of universal precautions to prevent the spread of infectious/contagious diseases.
- Maintains confidentiality and follows appropriate chain of command.
- Adheres to all local, state, and federal laws, and County Board of Developmental Disabilities policies and procedures.

**Employee Understanding and Agreement**

I understand and will perform the duties and requirements specified in this job description.

**Print Employee Name:****Employee Signature:****Date:**

Date Originated: 7/28/1993  
Revised: 6/22/2021