



Norfolk Public Schools

The cornerstone of a proudly diverse community

Job Announcement

Job Title: School Bus Driver I

Posting Date: 4/20/2017

Closing Date: Open Until Filled

Job Type: Full-Time Non Exempt

Contract: 6.00 Hours/Day
183 Days/Year
10 Months/Year
Grade: EE

Location: Transportation Department

Pay: Hourly In the Amount of: \$13.02-\$22.47
 In the Range of: \$14,295 - \$24,672

Salary In the Range of: \$ - \$.
 Placement on Appropriate Grade and Step

General Responsibilities

This position is responsible for providing safe transportation of students to and from school routes; to include transporting general education and special education students, assisting students with boarding and exiting the bus, and performing daily safety checks on the bus. Some employees may be assigned to special routes involving inter-system transfer of students and/or field trips to locations other than the assigned school.

Education and Experience

Requires a high school diploma or General Equivalency Diploma (GED), training as a bus driver, or an equivalent combination of education and experience that would provide the above knowledge, skill, and abilities. Requires a valid Virginia State Class B Commercial Driver's License with the following endorsements: Passenger, School Bus, and Air Brakes.

Note: All applicants, internal and external, must attach a completed resume for review.



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Essential Job Functions

- Responsible for driving a school bus on designated routes; to include picking up and dropping off students as scheduled.
- Assists students with physical disabilities board and exit the bus. Also includes assisting with seating and securing children in safety belts prior to operating the bus.
- Responsible for conducting and records daily pre-trip checks on bus and bus components; to include inspecting tires, lights, fuel level, oil levels, and windshield wipers.
- Responsible for reporting defective equipment immediately.
- Completes daily and monthly operations reports indicating times, mileage, and routes.
- Completes bus incident reports as necessary.
- Cleans interior and exterior of bus by sweeping floors, dusting and washing seats, and cleaning windows.
- Requires special bus runs as needed; to include evening runs.
- May serve as Dispatcher in a training capacity.
- Communicates with dispatcher supervisor utilizing two-way radio transmitter.
- Meets with parents, teacher, principals, or other school officials on occasion to express and listen to concerns regarding bus operation, scheduling, and safety.
- Reports violations of state school bus law (other drivers) as required.
- Performs other duties as assigned.

Staffing Contact

- D. Timothy Billups, SHRM-CP, PHR, IPMA-CP – Executive Director – Administrative Personnel
- Mandi Cumpston, M.Ed – Human Resources Generalist – Resource and Special Education Personnel
- Sonja Hale, Ed.S. – Human Resources Generalist – Elementary Education Personnel
- Michael Sheets, Ed.S. – Human Resources Generalist – Secondary Education Personnel
- Amanda Schilling, M.Ed. – Human Resources Generalist – Substitute Teacher Personnel
- Johnay L. Brown, MHRM – Human Resources Generalist – Classified Personnel

The *mission* of Norfolk Public Schools, the cornerstone of a proudly diverse community, is to ensure that all students maximize their academic potential, develop skills for lifelong learning and are successful contributors to a global society, as distinguished by:

- Courageous advocacy for all students
- Family and community investment

Department of Human Resources
800 E. City Hall Avenue, P.O. Box 1357 • Norfolk, VA • 23510-1357
Phone: (757) 628-3905 • Fax: (757) 628-3983 • www.npsk12.com/human-resources



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- Data-driven personalized learning
- Strong and effective leadership teams
- Shared responsibility for teaching and learning
- Access to rigorous and rewarding college and career readiness opportunities

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