

## Job Description

**Job Title:** Area Key Driver  
**Position Code:**  
**Job Classification:** Non-Exempt

**Supervisor:** Area Transportation Supervisor  
**Pay Grade:** 25  
**Contract Length:** 220 Days

### Job Summary

Primary function will be to assist the Area Transportation Supervisor by providing operational support, leadership, organization of the daily activities of an assigned transportation compound to include covering bus runs, inspections, bus stop concerns and responding to accidents; acts as the Area Transportation Supervisor in his/her absence.

### Essential Duties

1. Assists key drivers, parents and school administrators to resolve daily problems and concerns.
2. Operates office computer with EDULOG, Issue TRAK, Field Trip Manager, TAA, GPS, Camera Systems and office software.
3. Assists in reporting driver hours and/or monitoring driver timesheets.
4. Establishes and monitors mailboxes, sorts and distributes mail to include posting field trips.
5. Establishes and monitors drivers' key board.
6. Assists with accident/incident investigations.
7. Assists with student evacuations.
8. Investigates driver/student discipline reports.
9. Assists with documentation of driver disciplinary actions.
10. Monitors bus videos and provides peer counseling on strategies for problem buses.
11. Provides customer service support to help resolve bus stop and routing concerns.
12. Assists dispatch with radio, telephones, and finding drivers to cover runs (as directed by area transportation supervisor).
13. Establishes and maintains a book of schedules for assigned schools in designated compound.
14. Establishes and maintains database list of drivers and phone numbers.
15. Assists with route audits and bus stops and recommends changes regarding safety and route compliance.
16. Assures drivers are in compliance with pre-trip inspections.
17. Covers runs in EMERGENCY situations and drives the bus as needed.
18. Notifies schools of any bus delays or bus changes.
19. Assists substitute drivers as needed.
20. Monitors driver sign-in sheet for hours and submits logs for dispatch.
21. Models nondiscriminatory practices in all activities.
22. Must be available to work a variety of shifts.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### Other Duties

1. Performs other related duties as assigned by Area Transportation Supervisor or appropriate administrator.
2. Assists the Human Resources department with recruiting, selecting, and maintaining an authorized level of bus drivers and attendants.

### Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This position will be performed over a 220-day contract period; workdays to be determined by the Transportation Supervisor or other appropriate supervisor/director. Workdays may vary year to year based on the department needs. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a high school diploma or GED. Must possess excellent leadership, organizational, human relations, and communication skills using telephone and two-way radio. Present employee must have exemplary attendance, safety and overall performance records. Must possess a valid Virginia Driver’s License with a good driving record and a Commercial Driver’s License. Must possess basic Red Cross first aid and CPR certification or must acquire such prior to the completion of the division’s training course. Must possess an excellent driving record in compliance with division standards, excellent driving skills, and must successfully complete the school division’s bus driver training course. Must possess a good knowledge of procedures and federal/state laws governing the safe operation of a school bus prior to the completion of the division’s training course. Must possess knowledge of, or the ability to accurately and quickly learn, local street and road systems. Must possess knowledge of, or the ability to accurately and quickly learn, how to properly secure a wheelchair, car seat, and other restraining devices on a school bus. Must possess the ability to maintain student discipline and ensure that student behavior is not a distraction to safe driving. Must possess the ability to recognize and report any unsafe act or condition. Must remain in compliance with state/division regulations regarding the use of controlled substances and alcohol as applied to school bus drivers. Must meet the mandated physical and mental requirements established by the state and the US Department of Transportation--the school division is not permitted to employ individuals that do not meet these standards. Must be capable of working independently and possess the ability to understand and follow through on oral and written instructions. Must possess the ability to interact with students, parents, and faculty in a positive and proper manner.

**Working Conditions and Physical Requirements**

Duties are performed on a school bus. While performing the duties of this job, the employee is frequently exposed to loud noise levels; fumes or airborne particles; noxious odors; vibrations from driving a bus; and traffic. The employee is occasionally exposed to moving mechanical parts and outside weather conditions. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; use foot controls to drive; reach with hands and arms; climb; bend, stoop, and kneel; and talk or hear. The employee is occasionally required to stand; walk; and twist/turn. The employee must occasionally push/pull up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, night/dusk vision, color vision, and peripheral vision.

**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 noise level in the work environment is moderate to loud.

**Supervision Exercised:** None

**Supervision Received:** Area Transportation Supervisor

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Area Key Driver will be required to follow any other instructions and to perform any other related duties as assigned by the Area Transportation Supervisor or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

---

Supervisor Date

**I acknowledge that I have received and read this job description.**

---

Employee Name (Print) Signature Date