

NOTICE OF AVAILABILITY OF POSITION IN THE
DEPARTMENT OF PUBLIC WORKS

Position Open: **SCHOOL BUS DRIVER**

Hours: Regular Duty- Monday thru Friday
 Hours determined by bus route

Rate of Pay: **CURRENT RATE**

Reports to: Assistant Director of Facilities

DUTIES/RESPONSIBILITIES: (May include but are not limited to the following;)

- Safely transport children (K-12) to and from school and other school related activities.
- Performs daily bus inspections according to state standards.
- Check seats, windows and interior for damage. Secure bus after each run by raising windows, check for sleeping children.
- Understanding and learning all of Lynnfield's bus routes
- Perform daily bus inspections and fill out required paper reports.
- Maintain a safe and clean bus interior/exterior.
- Required to perform Charter runs (on rotation)
- Responsibilities include regular and dependable level of attendance.
- Monitor vehicle performance and notify town mechanic of any needed repairs, as needed.
- Required to attend any mandatory state certification training sessions annually.

SKILLS, KNOWLEDGE, ABILITIES:

- Must be trustworthy, reliable and have excellent driving record.
- Ability to maintain order and discipline while driving students.
- Must be aware of school's rules for student conduct.
- Ability to exercise caution when children are getting on or off the bus.
- Ability to follow verbal and written instructions, guidelines and objectives.
- Must be adaptable to performing under stress when confronted with an emergency related to driving a school bus.

PHYSICAL AND OTHER REQUIREMENTS:

- Must be physically able to operate a school bus
- Must be able to use body members to work, move or carry objects or materials.

- Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently.
- Must be able to lift and/or carry weight of up to forty pounds.
- Must be able to pass DOT physical examinations, drug and alcohol screenings, and criminal background checks.
- Required to hold and maintain a CDL (Commercial Drivers License) with the required "S" endorsement.
- Requires the ability of speaking and/or signaling people to convey or exchange information.
- Requires the ability to coordinate hands and eyes in the use of a school bus.
- Must have average levels of eye/hand/foot coordination.
- Tasks are regularly performed with potential exposure to adverse environmental conditions, such as temperature and noise extremes, odors, humidity, vibrations, traffic hazards, or disease.

PLEASE APPLY IN WRITING BY :

**Posted: Town Hall
Summer Street School
Huckleberry Hill School
Middle School
High School
DPW Garage**

DATE POSTED: