

**Title:** Bus Driver  
**PG:** 06  
**Status:** Non-Civil Service  
**Position Reports to:** Recreation Supervisor III  
**Department:** Parks and Recreation

**Class Code:** 8085  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

This position is directly responsible for the transporting of camp staff and participants to and from special events and field trips. All trip destinations and departure/return times will be coordinated by the Transportation Supervisor, and/or the Program Administrator, Program Coordinators.

**ESSENTIAL FUNCTIONS:**

1. Picks up camp staff and participants at campsite and transports to and from field trip destinations.
2. Inform Transportation Supervisor and Bus Coordinator, of any scheduled maintenance with regard to busses.
3. Works directly with Transportation Supervisor to ensure accuracy transportation schedule.
4. Works directly with Camp Site Supervisor and Playground Instructors to ensure safe behavior with regard to camp participants.
5. Assist staff with the supervision of camp participants while on field trips as needed.
6. Transportation Supervisor will distribute transportation schedules on the Monday of each week, although changes may be made during the week depending upon various circumstances.
7. While transporting camp staff and participants, Bus Drivers are expected to follow all policies and regulations set forth by the State of Florida, the School Board of Polk County, and the City of Lakeland Parks and Recreation Department.

**ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Knowledge of rules pertaining to a CDL driver's license.
2. Knowledge of policies and regulations set forth by the State of Florida and School Board of Polk County.

**WORKING ENVIRONMENT/CONDITIONS:**

Requires work that involves, walking or sitting (driving) most of the time, and exerting up to 10 pounds of force on a recurring basis.

The job risks exposure to extreme heat, blood borne pathogens, human waste, bright/dim light, The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. Certification as a Polk County School Bus Driver.

**SPECIAL REQUIREMENTS:**

1. Must possess a valid state of Florida CDL driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.