

**LIBERTY COMMUNITY UNIT SCHOOL DISTRICT #2**  
**JOB DESCRIPTION**

**TITLE: BUS DRIVER**

**QUALIFICATIONS:**

1. Commercial drivers license test with a Bus Drivers Endorsement.
2. Certification of good health signed by a licensed physician. Be free of communicable diseases.
3. Good verbal and written communication skills.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
5. Practices good grooming habits, with regard to personal hygiene, unquestionable cleanliness of body, clothing, hair, neat appearance, and posture.

**REPORTS TO:**

Transportation Supervisor

**JOB GOAL:**

By providing safe and efficient transportation so that students may enjoy the fullest possible advantage from the district's curriculum and extracurricular program.

**MINIMUM PERFORMANCE EXPECTATIONS:**

1. Obeys all applicable local, state and federal traffic laws.
2. Adheres to all School District and department policies and rules.
3. Observes all mandatory safety regulations for school buses.
4. Maintains discipline for students on the bus and strives to create an atmosphere of mutual respect.
5. Works cooperatively with staff, parents and public.
6. Reports student behavior problems to the proper authority.
7. Keeps the assigned bus clean (inside and out)
8. Maintains, as conditions will permit a consistent bus route schedule. Notifies the proper authority when the bus will be late.
9. Notifies the proper authority in case of bus mechanical failure.
10. Conducts a complete walk around inspection each morning, records findings on the pre-inspection report and provides a copy of the inspection to the bus garage.
11. Maintains a route folder that contains an up-to-date route map, a list of current passengers, and a School Bus Road Hazard checklist with road hazards documented.
12. Discharges students only at authorized stops and in a safe and orderly manner.
13. Transports only authorized students.
14. Reports all accidents and completes required accident reports.
15. Is clean and neat in dress and appearance. Dresses appropriately when driving for school trips.

- 16. Conduct inspection at the end of each route to check that all students were delivered.
- 17. Assist in making sure we provide a safe environment for students, as per the risk management plan.
- 18. Perform other duties as assigned.

**EQUIPMENT USES:**

Power Washer.

**WORKING CONDITIONS/ PHYSICAL DEMANDS:**

The working conditions described should be 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.

While performing the duties of this job, the employee is frequently required to use hands to handle, or feel products, objects, tools, or controls; talk and hear. The employee is required to stand, walk and reach with hands and arms.

The employee must occasionally lift and/or move up to 40 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**TERMS OF EMPLOYMENT:**

Salary and work year to be established by the Board of Education.

**EVALUATION:**

Evaluations conducted annually in accordance with provision of the Board's policy on Evaluation of Support Personnel.

*I reviewed this job description and discussed its contents with my supervisor. I believe it accurately reflects the duties of this position.*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Staff Member

\_\_\_\_\_  
Date

*I reviewed this job description and discussed its contents with the staff member whose signature appears above. I believe it accurately reflects the duties of this position.*

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

