



JOB DESCRIPTION – Bus Driver

JOB GOAL:

To transport students safely and efficiently to and from their school sites and/or special events.

QUALIFICATIONS:

1. High School Diploma, equivalent, or currently enrolled in a GED Program.
2. GED requirements must be met within three (3) years of hiring date.
3. Commercial Driver's License (CDL) with a passenger and school bus endorsement, as well as verification of an acceptable driving record through the Department of Motor Vehicle (DMV).
4. Successful completion of a driver's training course as specified by state and federal standards.
5. Must be trained in CPR and First Aid.
6. Certified physically capable by a physical examination as prescribed by state/federal standards and a dexterity test administered by the District.
7. Must provide written references upon the request of the Superintendent.

REPORTS TO:

Director of Transportation & Maintenance

SUPERVISES:

N/A

KNOWLEDGE, SKILLS, & ABILITIES:

1. Knowledge of highway and traffic safety.
2. Ability to operate light and/or heavy-duty buses in a safe and economical way.
3. Ability to understand and carry out both written and oral directions.
4. Ability to exercise appropriate disciplinary techniques.
5. Ability to follow a daily routing schedule.

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Transport students to and from school and on assigned trips safely and efficiently.
2. Comply with, and observe, all state and local laws/regulations relative to bus transportation and safety.
3. Maintain discipline of students and report discipline problems to school administrators.
4. Fuel bus, and keep assigned bus clean, according to District transportation guidelines / policies.
5. Follow assigned route and schedule.
Recommend to supervisor changes in bus routes or bus loads.
6. Complete pre- and post-trip safety inspections and notify proper staff of mechanical defects and lateness.
7. Transport only authorized students, and only discharge students at authorized stops.
8. Ensure no smoking, drinking, or eating on bus.
9. Instruct students in safety precautions and practices and conduct bus evacuations as required.
10. Be aware of procedures and additional duties related to transportation of exceptional education students.

Effective: July 2022

Inter / Intra-agency Communication and Delivery

11. Interact appropriately with children, bus attendants, if applicable, transportation and school personnel.
12. Report all accidents involving a school bus.
13. Communicate well with supervisor, bus attendants if applicable, and schools.
14. Collaborate with bus monitor to maintain order and safety.

Employee Qualities / Responsibilities

15. Attend in-service training and meetings as required.
16. Continue to work to improve knowledge and competence in relationship to position.
17. Establish rapport with students.
18. Report to work punctually and regularly and display appropriate work ethic.

System Support

19. Exercise responsible leadership when on District school trips.
20. Maintain complete and accurate records as required by law, District policy and administrative regulations.
21. Complete and submit all required reports.
22. Assist in upholding and enforcing school rules, District policy and administrative regulations.
23. Follow all transportation policies and procedures.
24. Represent the School Board in a positive manner.
25. Perform other incidental tasks consistent with the goals and objectives of this position.

OTHER DUTIES AND RESPONSIBILITIES:

1. Be clean, neat, and professionally dressed.
2. Be consistently responsible-maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days, and using sick and personal leave appropriately.
3. Maintain proper care and safe use of district equipment and property.
4. Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
5. Is familiar with and incorporates the use of technology as job responsibilities require.
6. Perform any duties and responsibilities that are within the scope of employment, as assigned by the supervisor or Superintendent of Schools, and are not prohibited by law or regulations.

PHYSICAL REQUIREMENTS:

1. Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/ or up to 10 pounds of force as needed to move objects.
2. Maybe heavy work depending on the particular assignment.
3. Sit, stand, and walk for required periods of time.
4. Reach/handle objects.

ENVIRONMENTAL DEMANDS:

1. Exposure to a variety of childhood and adult illnesses.
2. Occasional exposure to a variety of weather conditions, including wet and/or humid ones; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock and vibration.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to buildings in which a variety of chemicals are used for cleaning, instruction and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.
6. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions.

TERMS OF EMPLOYMENT:

1. The salary and benefits shall be paid consistent with the district’s approved compensation plan.
2. Length of the work year and hours of employment shall be those established by the District.
3. Extended hours beyond the regular school day may be required. (Compensation according to district policy)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board’s policy.

ACKNOWLEDGMENT:

My signature below acknowledges receipt of my job description. It has been discussed with me, and I agree to fulfill the performance and behavior/conduct expectations contained herein.

Employee’s Name (Print)

Employee’s Signature

Date

Supervisor’s Name (Print)

Supervisor’s Signature

Date

SCHOOL BOARD APPROVED: April 12, 2022