

- QUALIFICATIONS:
1. Is at least 21 years of age.
 2. Commercial driver's license (CDL), including student and passenger endorsement.
 3. Successfully passes an annual medical examination as prescribed by law.
 4. Appropriate BCI/FBI clearance.
 5. Is of good moral character.

REPORTS TO: Transportation Coordinator

JOB GOAL: To safely transport students to and from school.

PERFORMANCE RESPONSIBILITIES:

1. Upholds board policies and follows administrative guidelines/procedures. Promotes a professional image of the district.
2. Reports any needs to the Mechanic or Transportation Coordinator, not to other personnel.
3. Performs daily pre-trip and post-trip bus inspections and submits completed form to mechanics.
4. Consistently enforces student discipline procedures and student discipline guidelines from school/student handbooks.
5. Maintains a clean bus and sweeps out the bus daily; washes bus regularly when needed.
6. Is neat and clean; displays positive attitude and accepts change.
7. Complies with bus routes as directed by Transportation Coordinator and Superintendent.
8. Operates the vehicle safely over an assigned route, picking up and delivering only authorized students at assigned bus stops, and watches to ensure that no one hurrying for the bus is left behind.
9. Obeys all traffic laws and transportation practices as outlined in the CDL manual, Bus Driver Handbook, School Board Policy and local ordinances.
10. Secures wheelchairs, car seats and other restraining devices on the bus as needed.
11. Observes all mandatory safety regulations for school buses and keeps all emergency exits clear of obstructions.
12. Prohibits all animals, fireworks, ammunition, explosives and other dangerous materials and objects from bus.
13. Conducts emergency evacuation drills that comply with current state standards.
14. Completes student roster time schedule and other reports requested by superintendent or designee.
15. Completes and maintains accurate route sheets that are clear for sub use. Completes any reports requested by superintendent or designee.
16. Attends one safety workshop annually and other required meetings.
17. Drivers must do a walk through after every route to check for sleeping students and seat conditions.
18. Schedules and delivers bus for servicing according to mileage determined by Mechanic or Supervisor.

19. Shall remain free of any non-prescribed controlled substance, abuse of any prescribed controlled substance, possession, distribution and/or use of any illegal substance, and shall avoid any use of alcohol prior to driving a school bus and avoid any driving (including during non-work hours) while impaired by alcohol or any substance whatsoever throughout his/her employment in the District.
20. Refrains from the use of tobacco products within one half hour before boarding your route, when students are on the bus, or any other time on the bus while the bus is idle.
21. Is accessible to a telephone.
22. Submits to drug testing, when required.
23. Has on file in the bus for each student, the current route sheets.
24. Maintains a file on permission slips as authorized by the parent and approved by the principal for discharging students at stops other than the regular bus stop.
25. Complies with all procedures and regulations as established by the Board of Education.
26. Refrains from the use of obscene and/or foul language in bus barn and on bus.
27. Drivers are required to attend all meetings scheduled by the Transportation Coordinator.
28. All drivers will be required to check their bus garage mailbox and extra-trip postings on a daily basis.
29. Physical capability of safely and appropriately lifting and managing preschool and special needs children when necessary.
30. Ability to cope with stressful situations.
31. Each driver will be required to report any and all traffic violations and/or accidents for which he/she has been cited. Failure to do so will result in disciplinary action.
32. Refrains from becoming involved in matters that do not directly involve the driver.
33. Drivers are to come to a complete stop, including activating the stop lights, at each student pick-up point, unless the driver is sure the student will not be boarding the bus.
34. In the absence of the Transportation Coordinator, drivers are to accept the direction of either mechanic.

Work Duties/Environment may involve:

1. Regular use of hands, fingers and feet.
2. Swift movement, lifting, carrying, and moving work-related supplies and equipment.
3. Regularly lift and/or move up to 10 pounds; frequently lift and/or move up to 25 pounds, and have the ability to evacuate passengers in an emergency situation..
4. Traveling to work assignments.
5. Working under time constraints and deadlines.
6. Regular involvement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, stoop, crouch, and kneel.
7. Exposure to blood-borne pathogens, bodily fluids, blood, and communicable diseases.
8. Occasional interaction with aggressive, disruptive, and/or unruly individuals.
9. Riding on or driving buses and operating wheel chair lifts and securing car seats.
10. Working outside in inclement weather (occasionally).
11. Frequent exposure to loud noise levels; fumes or airborne particles; noxious odors; vibrations from driving a bus; and traffic.
12. The ability to physically perform and demonstrate emergency evacuation procedures.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have received and reviewed a copy of this job description.

Employee Signature

Date

ADOPTED: 07/13/1981

REVISED: 04/23/1984

REVISED: 04/12/1993

REVISED: 07/18/2016