



JOB DESCRIPTION

BUS DRIVER

Position	Reports To	Position Type
Bus Driver	Principal	Hourly
Work Schedule	Salary Schedule	Last Updated
10-Month Position 3 – 4 hours/day	Bi-weekly - \$14.00 - \$18.00/hour	March, 2019

MAJOR FUNCTION:

School bus drivers safely transport students to and from school and other activities. On school days, drivers pick up students in the morning and return them home or to the designated bus stop in the afternoon on a strict schedule. School bus drivers also drive students on field trips and to sporting events and other activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Check the bus tires, lights, and oil and do other basic maintenance.
- Keep the bus clean and presentable to the public.
- Verify passenger list and changes with school administration.
- Pick up and drop off passengers at designated locations.
- Follow a planned route according to a time schedule.
- Obey traffic laws and state and federal transit regulations.
- Assist students while getting on or off the bus, as needed.
- Practice safety protocol training with students.
- Assign seats to ensure proper safety and order.
- Attend safety meetings and annual trainings, as scheduled.
- Report repairs or issues needed to administration.
- Service bus with gas, diesel, oil, and DEF, as needed.
- Maintain records for all daily safety checks.
- Follow procedures to make sure they and all passengers are safe.
- Notify school administration of potential delays, so parents can be notified.
- Watch traffic and people carefully to ensure the safety of children getting on and off the bus.
- Take care of the needs of children with disabilities.
- Keep order and safety on the school bus.
- Understand and enforce the school's rules regarding student conduct.
- Report disciplinary problems to the Principal.
- Work closely with the administration to identify and schedule work to be performed during extended school breaks.
- Performs related work as required.



MINIMUM REQUIRED QUALIFICATIONS:

- Graduation from a standard high school or possession of a GED.
- Previous school bus experience preferred.
- Must have appropriate CDL certification & clean driving record.
- Must have P & A Endorsement.
- Applicant must be able to pass a Level 2 background check through the Florida Department of Law Enforcement and a reference check prior to being hired.
- A valid First Aid and CPR certificate issued by an authorized agency **MUST** be obtained within three months of employment.