

Job Description

Title: Bus Driver

Qualifications:

1. Must pass a DOT physical examination.
2. Must demonstrate driving proficiency with a safe and accident free driving record; an annual MVR check is required.
3. Must pass a written CDL and passenger school bus test.
4. Must pass a pre-employment drug test.
5. Any other qualifications as the Board may find appropriate and acceptable.

Reports To: Transportation Coordinator/High School Principal

Terms of Employment: 175 school days with salary and fringe benefits established by the Board.

Substitute and activity drivers will be assigned by the transportation director on a per trip basis and remuneration will be along established Board guidelines.

Job Goal: To provide safe and efficient transportation so the students enjoy the greatest possible advantage from the district's educational and extracurricular program.

Performance Responsibilities:

1. Obeys all traffic laws.
2. Observes all mandatory safety regulations for school buses.
3. Maintains discipline when students are on bus.
4. Reports undisciplined students to proper authority.
5. Keeps assigned bus clean.
6. Keeps assigned schedule.
7. Checks bus before each operation for mechanical defects.
8. Notifies proper authority in case of mechanical failure or lateness.
9. Discharge students only at authorized stops and provide assistance across highways and roads.
10. Exercises responsible leadership when on out-of-district school trips.
11. Transports only authorized students.
12. Reports all accidents and completes required reports.
13. Adheres to the rules and regulations of the district.
14. Attends all school district inservice workshops for transportation employees.

Substitute and activity drivers must meet the same qualifications and will perform the same duties. The list of substitute and activity bus drivers will be submitted through the superintendent to the Board for its approval.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on the evaluation of support staff.

Revised: May 20, 1999

Revised: August 13, 2007