

## Route Bus Driver



### **SUMMARY**

Route Bus Drivers are responsible for ensuring the safe transportation of students, staff and others to and from school, in and out of town as well as on field trips.

### **REPORTING RELATIONSHIPS**

Route Bus Drivers report to the Transportation Coordinator.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Safely drives a school bus on days when school is in session over designated routes in accordance with time schedules, loading and unloading students at designated locations.
2. Transports students, teachers and others on school field or activity trips.
3. Inspects assigned bus on a daily basis prior to transporting of passengers to ensure that bus is in good, clean and safe working order.
4. Cleans and refuels bus as needed.
5. Ensures that a communication device is in proper working order before each trip.
6. Reports all mechanical deficiencies, traffic violations, or accidents, promptly.
7. Maintains order and discipline in an effective and courteous manner among students being transported in accordance with district policies and procedures; reports any incidents involving student discipline.
8. Maintains and submits records and reports as required.
9. Follows procedures to ensure that no child is left alone on bus without adult supervision at any time, and that all children have departed bus at the end of all bus routes (morning, evening and during field trips or other special trips).
10. In case of accidents/emergencies, evacuates children according to written and practiced procedures, ensures that medical emergency procedures are followed; completes a written report as required.

### **REQUIRED EDUCATION AND/OR EXPERIENCE**

- 1) High School Diploma or equivalent
- 2) Successful prior experience working as a bus driver, preferably in a school district or transporting children is preferred.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- 1) Valid Driver License and clear driving record required.
- 2) Current Commercial Driver's License (CDL) Class B with Passenger and School Bus Endorsement or the ability to obtain one.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 regularly required to sit and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and distance vision.

This job requires the ability to handle and balance multiple demands at the same time.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those and 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.

The noise level in this environment can be from moderate to quite loud depending upon the activity at the various schools and the particular part of the day.

*The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*

**Pay**

Starting rate for this position is \$17.00/hour.

**Apply promptly; open until filled**

Applications may be picked up at any Crook County School, Central Office, or you may apply online at: <https://www.applitrack.com/crook/onlineapp/>

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