

Richfield Public Schools

Position Title: Part-Time Bus Driver

Department / Unit: Buildings / Grounds and Transportation

Accountable To: Supervisor – Buildings, Grounds and Transportation

Date of Latest Revision: January 2005

I. PURPOSE OF THE POSITION

To operate a school bus as scheduled or assigned and safely pick up, transport and drop off authorized riders from designated points to authorized stops or designated destinations.

II. MAJOR JOB RESPONSIBILITIES

- A. Develops and maintains a current knowledge of the District's policies, protocols and procedures that apply to this position so that work responsibilities can be performed purposefully, confidently and independently within the position authority and responsibility parameters.
- B. Develops and maintains collaborative work relationships that contribute to a pleasant and productive workplace.
- C. Checks route assignments as scheduled and confers with the Supervisor to clarify questions regarding assignments.
- D. Performs a pre-trip general inspection to ensure the assigned bus is in a safe, clean and ready operating condition to transport riders and immediately notifies the Supervisor of any condition that may or should take the assigned bus out-of-service.
- E. Picks up authorized riders only at designated points and drops off authorized riders only at authorized stops or designated destinations.
- F. Completes assigned routes as scheduled, obeying all applicable traffic laws, District transportation policies, and mandatory safety regulations for operation of a school bus.
- G. Maintains orderliness at all times while in transit and enforces all applicable regulations with which riders must comply.
- H. Completes a walk-through after each trip to ensure all riders have left and the bus is empty.
- I. Documents and promptly reports all violations of regulations by riders to the appropriate authority in sufficient detail to comply with established District transportation and behavior policies.

- J. Documents and promptly reports all accidents to the appropriate authority in sufficient detail to comply with established District and State transportation policies, regulations and laws.
- K. Maintains complete, accurate records and reports as may be required by District transportation policies or the State of Minnesota.
- L. Keeps the assigned bus clean and presentable, inside and out.

Performs other job related responsibilities as assigned.

III. QUALIFICATIONS

- Knowledge, Skills and Abilities required to qualify for this position.
 - High school or GED.
 - Valid MN Driver's license and driving record that meets or exceeds the District's written standards.
 - Appropriate school bus driver's license or the ability to secure that license upon hire.
 - Experience as a bus or truck driver is highly desirable.

IV. WORK ENVIRONMENT

- Work is performed throughout the District and on assigned field trips. Safety, orderliness and attention to driving without disruption is expected.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. the physical demands and work environment described here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

At the sole discretion of the District, the qualifications may be waived or alternate qualifications may be considered.