



MINOOKA

COMMUNITY HIGH SCHOOL

*Mission: Strengthen **M**astery, **C**ollaboration, **H**igh Expectations, and **S**uccess for All Students.*

Bus Driver

Job Summary

Under the general supervision of the Director of Transportation and Assistant Director, a bus driver has the primary responsibility of ensuring the health, safety, and welfare of the children, staff, and volunteers during bus transportation to and from school as well as any assigned trips.

Job Responsibilities:

- Drives a school transportation vehicle within a prescribed route in accordance with time schedules; picking up and discharging students at designated stops
- Ensures the bus can be operated safely before driving and conducts pre-trip safety inspections
- Obey all traffic laws and transportation policies
- Maintains order and proper discipline of students passengers
- Performs periodic safety checks and drills as required by law
- Maintains cleanliness of the vehicle to ensure operating condition
- Attenda various meetings regarding safety and completes assigned GCN trainings
- Ability to drive a school bus safely and efficiently
- Ability to meet the physical requirements necessary to safely and effectively perform required duties
- Operates a two way radio in order to communicate with dispatch and other drivers to coordinate routes and schedules.
- Returns the bus to the assigned lot, performs final inspection, and secures the bus according to procedures
- Reports accidents and incidents on the bus to the supervisor immediately
- Other tasks as assigned by the Director of Transportation

Job Skills/Requirements

- CDL required, clean driving record, ability to pass a drug test
 - No Experience?! Will Train!
- Must pass a written and field bus driver test
- Able to provide excellent service and professionalism
- Must be a team player, dependable, and reliable.
- Attention to detail and conscientiousness.
- Employees must be able to work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.
- Hiring Bonus available along with regular attendance bonus



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- Abundance of sports/extracurricular activities to earn extra money
- Must complete fingerprints, background check, faith's law paperwork, and physical to begin work.