

TITLE: Driver

FLSA Status: Non-Exempt

DEPARTMENT: Operations

REPORTS TO: Transportation Supervisor

BASIC FUNCTION: The School Bus Driver is responsible for safely transporting students to and from school, field trips, and extracurricular activities while ensuring a secure and respectful environment on the bus. This role requires adherence to all traffic and safety regulations, effective communication with students and school staff, and regular vehicle inspections to maintain safety standards.

TERMS OF EMPLOYMENT: Letter of Assignment

ESSENTIAL FUNCTIONS:

1. Operate a school bus safely along designated routes, following all traffic laws and district policies.
2. Pick up and drop off students at assigned stops on time.
3. Maintain discipline and ensure student safety while on the bus.
4. Conduct pre-trip and post-trip inspections of the vehicle to check for mechanical issues or safety concerns.
5. Communicate with school staff, parents, and transportation supervisors regarding student behavior or route changes.
6. Follow emergency procedures in case of accidents or breakdowns.
7. Keep the bus clean and report any needed maintenance.
8. Assist students with special needs as required, including securing wheelchairs and using specialized equipment.
9. Be well acquainted with geographic locations associated with bus routes.
10. Participate in and complete bus evacuation drills with students and/or staff
11. Assist with other duties as assigned.

Full Time Driver Additional Duties

1. Work additional hours beyond am and pm routes up to 40 hours per week completing transportation requests during the day and/or nights and weekends

HIRING SPECIFICATIONS:

Required:

- High school diploma or equivalent preferred.
- Valid Commercial Driver's License (CDL) with Passenger (P) and School Bus (S) endorsements.
- Clean driving record and ability to pass a background check.
- Ability to pass drug and alcohol screening per federal and state regulations.
- Knowledge of traffic and school bus safety regulations.
- Strong communication and interpersonal skills.
- Ability to remain calm in stressful situations and handle student behavior effectively.

Desired:

1. Successful driving work experience in a school setting

PHYSICAL DEMANDS:

Postures/Positions	Never	Occasional (1-33%)	Frequent (24-66%)	Constant (67-100%)
Sitting				X
Standing			X	
Walking			X	
Bending/Stooping				X
Squatting/Crouching			X	
Kneeling		X		
Crawling	X			
Climbing Stairs			X	
Climbing Ladder		X		
Reaching Forward				X
Reaching Above Shoulders			X	
Grasping (holding)				X
Gripping (forceful)			X	
Pinching		X		

Lift Floor to Knees	Never	Occasional (1-33%)	Frequent (24-66%)	Constant (67-100%)
1-10 pounds		X		
11-20 pounds		X		
21-50 pounds		X		
51-100 pounds	X			
> 100 pounds	X			

Lift Knees to Waist	Never	Occasional (1-33%)	Frequent (24-66%)	Constant (67-100%)
1-10 pounds		X		
11-20 pounds		X		
21-50 pounds		X		
51-100 pounds	X			
> 100 pounds	X			

Lift Waist to Shoulder	Never	Occasional (1-33%)	Frequent (24-66%)	Constant (67-100%)
1-10 pounds		X		
11-20 pounds		X		
21-50 pounds		X		
51-100 pounds	X			
> 100 pounds	X			

Lift Above Shoulder	Never	Occasional (1-33%)	Frequent (24-66%)	Constant (67-100%)
1-10 pounds		X		
11-20 pounds		X		
21-50 pounds	X			
51-100 pounds	X			
> 100 pounds	X			

Pushing/Pulling (lbs force)	Never	Occasional (1-33%)	Frequent (24-66%)	Constant (67-100%)
1-10 pounds		X		
11-20 pounds		X		
21-50 pounds		X		
51-100 pounds		X		
> 100 pounds	X			

Other Job Requirements	Never	Occasional (1-33%)	Frequent (24-66%)	Constant (67-100%)
Operate Vehicle				X
Foot Pedals				X
Working at Heights		X		
Vibratory Tools	X			
Work with Chemicals	X			

Working Environment	Never	Occasional (1-33%)	Frequent (24-66%)	Constant (67-100%)
Indoors				X
Outdoors			X	
Extreme Heat			X	
Extreme Cold			X	
Dust		X		
Fumes				X
Vapors				X
Noise				X

Legend for Frequency:

- **Constant:** 6-8 hours per day
- **Frequent:** 4-6 hours per day
- **Occasional:** 2-4 hours per day
- **Rare:** Less than 2 hours per day

The Bettendorf Community School District does not discriminate on the basis of age, race, creed, color, sex, national origin, religion, sexual orientation, gender identity, disability, marital status or socioeconomic status. The district is an affirmative action/equal employment opportunity employer.

Disclaimer

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.