



## **Canfield Local Schools**

### **Job Description**

### **Bus Driver**

**Position:** **Bus Driver**

**Reports to:** Transportation Director

**General Responsibilities:** Assume responsibility for duties assigned by the transportation director.

**NOTE:** The below lists are not ranked in order of importance

**Specific Responsibilities:**

1. Ensure safety of students
2. Transport students safely and efficiently to and from school and school-related events
3. Follow assigned bus routes and schedules
4. Maintain required records and information
5. Report any mechanical problems to the bus mechanic/supervisor
6. Keep assigned vehicle neat and clean
7. Maintain up-to-date knowledge and awareness of changes in driving laws as they apply to transporting school children
8. Obey all traffic laws
9. Observe all mandatory safety regulations for school buses
10. Maintain pupil control and report any violations to the proper authorities as prescribed
11. Notify the transportation director in case of mechanical failure or lateness
12. Discharge students only at authorized stops
13. Transport only authorized students
14. Report all accidents and complete required reports
15. Enforce applicable federal and state laws, and the Board of Education policies
16. Complete established pre-trip inspection of vehicle
17. Report any hazardous conditions along the existing route to the transportation supervisor
18. Attend bus driver meetings and in-service and be available in the event of emergency dismissal
19. Notify the transportation director in case of illness in order to permit time to secure a substitute driver
20. Share in the responsibility for driving for a school-sponsored event and/or approved field trip

21. Conduct front door, rear door and combination front and rear door emergency evacuation drills
22. Prepare reports, route maps, schedules, pupil lists, and accident reports as required by the State of Ohio, Ohio Department of Education, and the Board of Education
23. Make contacts with the public with tact and diplomacy
24. Maintain respect at all times for confidential information, e.g. student identification information, student medication
25. Interact in a positive manner with staff, students and parents
26. Promote good public relations by personal appearance, attitude, conversation and by the safe and professional operation of a school bus
27. Fill out incidents report indicating exact "Code of Student Behavior" violations
28. Conduct a school bus safety program for all bus students, grades K-3, during the first three weeks of school as required by state law
29. Warm up the engine gradually in cold weather
30. Exercise responsible leadership when on out-of-district school trips
31. Perform other duties as assigned by the Transportation Director

**Minimum Qualifications:**

- BCI&I and FBI check
- High School Diploma preferred
- CDL

**Required Knowledge, Skills, Abilities:**

- Ability to work effectively with others.
- Ability to communicate ideas and directives clearly and effectively.

**Physical Requirements**

Possess the physical ability to lift equipment and materials used in performing the functions of this position.

**CONDUCT:**

Each staff member shall remain free of any alcohol or nonprescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment in the District.

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor,

