

Carthage R-9 School District
JOB DESCRIPTION

Job Title: Bus Driver

Responsible to: Transportation Director, Assistant Superintendent for Business

Qualifications:

- Must have interest in and empathy for children.
- Must possess comprehensive knowledge of driving safety and courtesy.
- Must know the rules, regulations, procedures and laws as they relate to the operation of a passenger vehicle.
- Must have the ability to understand and carry out written and oral instructions.
- Must have the ability to maintain effective pupil behavior management control over groups of children.
- Must have and maintain a satisfactory driving and criminal background that reflects a professional driver and which meets all contractual, local, state and federal requirements.
- Must be able to communicate well with people, including clear and understandable verbal skills.
- Must have the writing and arithmetic skills to accurately complete the assigned forms and reports.
- Must be able to drive all company vehicles, including full-size buses and standard shift vehicles, and operate lift equipment and securement devices.
- Must be able to read and interpret schedules and forms as well as read and use a map.
- Must be physically able to climb in and out of the school bus emergency door to evacuate the bus in an emergency.
- Must possess working knowledge of how to care for challenged students with diverse and special transportation needs.

Physical Requirements:

- Climbing Getting on and off the bus to assist challenged riders.
- Walking Pick up the vehicle in parking lot, walk in aisles on board bus, walk around bus for inspections.
- Pushing Closing door, pushing wheelchairs, opening emergency door.
- Reaching Open/closing door, checking fluids.
- Repetitive Motions Turning the steering wheel, shifting the transmission.
- Sitting Driving the vehicle.
- Talking Announcing streets, talking with passengers or on radio.
- Seeing Keeping aware of traffic conditions, stopped vehicles, traffic signals, viewing color of traffic lights, inspecting vehicle, monitoring passengers.
- Hearing Listening to traffic sounds, emergency vehicles, passenger inquiries, monitor radio, detect mechanical problems.

- Stooping/Stretching Picking up and securing young or challenged passengers, securing wheelchairs, inspecting under the bus.
- Standing Operating lift controls.
- Lifting Challenged passengers into their seats, wheel chocks, and tire chains.

Specific Duties:

The duties of a bus driver include, but are not necessarily limited to:

- Perform pre-trip inspections daily and turn in required documentation.
- Obey all traffic laws at all times.
- Comply with all rules, codes, and regulations from school district, state, and federal sources that apply to student transportation.
- Maintain a current commercial driver's license with proper endorsements, a current Missouri school bus driver's permit, and a current physical.
- Comply with the school district's alcohol and drug-testing policy.
- Observe and keep all mandatory safety regulations for school buses.
- Maintain and turn in all required maps, reports, and other paperwork on time.
- Keep assigned bus clean.
- Maintain and enforce a current bus seating chart at all times.
- Attend all bus driver and scheduled in-service meetings.
- Notify the Director of Transportation of an absence in plenty of time so that a substitute can be found.
- Maintain a consistent daily schedule and leave early enough that it is not necessary to hurry while on the route or trip. Keep to assigned schedule.
- Monitor all bus stops and notify superiors when an unsafe or inefficient condition exists.
- Report anything that is mechanically wrong with the bus or anything that could potentially be unsafe.
- Use the bus radio for needed safety and informational purposes only.
- Transport only authorized students.
- Report all accidents and complete required accident forms.
- Enforce all bus rules that apply to student conduct in a fair and consistent manner.
- Manage student behavior and maintain proper student discipline at all times on the bus.
- Exercise responsible leadership and professionalism while on school activity or field trips.
- Report all incidents of improper student discipline and behavior. Use the bus conduct notice and telephone calls to report to parents.
- Relate to students in a friendly, courteous, and professional manner.
- Work with parents and school district personnel to resolve conflicts and maintain proper student conduct.
- Take all assigned field trips and/or activity trips.
- Comply with any other transportation related written or oral requests.
- Be able to get along with fellow employees and contribute to a wholesome, stable workplace atmosphere.
- Be safe at all times.