



## JOB DESCRIPTION School Bus Driver

### GENERAL INFORMATION

<b>Title:</b>	School Bus Driver	<b>Union Status:</b>	DTU
<b>Department:</b>	Transportation	<b>Work Year:</b>	Based on Official School Calendar
<b>Location:</b>	Palatine CCSD 15	<b>Reports To:</b>	Director of Transportation or Designee
<b>ISBE Classification/Code:</b>	530	<b>Evaluation:</b>	Annually by May 15
<b>FLSA Status:</b>	Non-Exempt	<b>Supervisory Responsibilities:</b>	None
<b>Salary:</b>	\$25.87/Hour	<b>Benefits</b>	<a href="#">Benefits</a> <a href="#">Contract</a>

**GENERAL RESPONSIBILITIES:** Position is responsible for operating a school bus and transporting school-aged children and other authorized personnel safely and efficiently over specified routes to and from schools and various activities. Position conducts pre-trip inspections; observes safety regulations and policies; enforces student discipline on the bus; and performs related work.

\*Work Year - for those who choose an out of district route, drivers are required to work during D15 student attendance days plus additional days if/when out of district schools are in attendance.

### ESSENTIAL FUNCTIONS:

- Communicates with dispatcher or Transportation Director for any changes in normal duties or new student passengers, including communicating orally while the bus is in motion, when needed, using two-way radio.
- Ensures the bus can be operated safely before driving and conducts pre-trip safety inspections as required by federal and state laws to include observing visual defects and checking operating systems to include brakes, horn, lights, emergency flashers, extended stop arms, and door-opening devices
- Operates the vehicle safely over an assigned route, picking up and delivering only authorized students at assigned bus stops, and watches to ensure that no one hurrying for the bus is left behind
- Keeps assigned time schedules, which may require driving during pre-day light and dusk periods, and makes every effort to be on time while ensuring safety
- Obeys all traffic laws and transportation practices as outlined in the CDL manual, Bus Driver Handbook, School Board Policy and local ordinances
- Observes all mandatory safety regulations for school buses and keeps all emergency exits clear of obstructions
- Remains on a school bus at all times while children are on board, unless there is another adult supervisor present on the bus. Exception to this is when operating a wheelchair lift; any other times with permission from dispatch/transportation office by radio
- Secures and installs wheelchairs, car seats, and other safety devices on the bus as needed
- After securing a safe location, at the end of each route and before leaving the vehicle, walk the bus to check for students left on the bus. Leaving children unattended on a bus may result in Class II Felony
- Maintains student discipline on the bus and enforces rules governing student conduct, including through oral communication when the bus is in motion
- Reports undisciplined students to the proper authority and compiles written reports as requested in accordance with the District Transportation Employee Handbook and the D15 Student Handbook
- Conducts annual bus evacuation drills as required by the State of Illinois and implements evacuations as required in an emergency to include safely exiting from the rear of the school bus
- Reports all accidents immediately, via radio to dispatch, requesting police or ambulance service as needed; assists injured persons until services arrive; and completes required accident reports
- Reports all moving violations and citations (including those received when driving a personal vehicle) to the Director of Transportation within seventy-two (72) hours of receiving notice of violation and/or citation, as required by federal law

- Notifies dispatch immediately in cases of mechanical failure, safety deficiencies, when off schedule, or to report other incidents
- Regulates heating, cooling, and ventilating equipment provided on buses for the comfort of passengers.
- Drives students and teachers on field trips, extracurricular activities, and other special events, which may include evenings, if assigned
- Exercises responsible leadership and appropriate behavior when on duty

- Is met at the bus stop by parents/authorized designee of pre-kindergarten (ECDEC) through kindergarten student riders. For other ages, as indicated on the route sheet. Permits no unauthorized adult(s) on the bus without permission. Permits no unauthorized adult(s) on the bus without permission
- Returns the bus to the assigned bus lot, performs a final inspection, and secures the bus according to procedures. Aides may not be picked up or dropped off at any location other than the bus parking spot
- Performs light cleaning duties on their bus including daily sweeping of floor, emptying of garbage, disinfection as required, and weekly dusting of the dash. Fuels their buses to maintain an adequate fuel supply
- Participates in all required training. Is responsible for keeping their CDL and School Bus Permit current, including two-hour safety refresher class as mandated by the Illinois Secretary of State
- Submits to drug testing when required by law, administrative request, or random testing
- Communicates effectively and positively with parents, students, staff and co-workers
- Models non discriminatory practices in all activities
- Immediately reports both major bus defects and minor repairs (such as a torn seat cover) by submitting a bus write-up form to the mechanics
- Some assignments may require "CPR" training, which will be provided

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

#### **Other Duties**

- Keep the assigned bus clean
- Maintains an up to date assigned seating chart
- Reports all safety violations to include co-workers/personnel suspected of drinking alcohol or being under the influence of drugs (to include over-the-counter drugs) while working.
- Performs any other related duties as assigned by the Transportation Supervisor or other appropriate administrator.

#### **JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

#### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

- Must possess knowledge of, or the ability to accurately and quickly learn local street and road systems.
- Must possess knowledge of, or the ability to accurately and quickly learn, how to properly secure a wheelchair, car seat, and other safety devices on a school bus.
- Must possess the ability to maintain student discipline and ensure that student behavior is not a distraction to safe driving.
- Must possess the ability to recognize and report any unsafe act or condition.
- Must be and remain in compliance with State/District regulations regarding the use of controlled substances and alcohol as applied to school bus drivers.
- Must meet and maintain the mandated physical and mental requirements established by the State and the



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US Department of Transportation. The school district may not employ individuals who do not meet these standards.

- Must be capable of working independently and possess the ability to understand and follow through on oral and written instructions. Must possess the ability to communicate effectively and positively with students, parents, staff, and co-workers.
- Is able to drive all types of District 15 vehicles.

### **Special Education Driver:**

1. Operate lift to board and discharge special needs passenger(s). 2. Be physically capable to load/unload passengers. 3. Responsible for the proper securing of wheelchairs, harnesses, seatbelts, car seats and booster seats. 4. Responsible for collaboration with any bus aide assigned to their route.

### **Sub Driver/Occasional Sub:**

1. Is available for all assignments including routes, trips and miscellaneous duties during scheduled time periods.
2. Is able to drive all District vehicles and routes.

### **EDUCATION, CREDENTIALING and/or EXPERIENCE:**

- High school diploma or GED and be 21 years of age or older.
- Valid and properly classified driver's license issued by the Secretary of State of Illinois for three years immediately prior to the date of application, or a valid and properly classified license issued in the driver's home state.
- Valid Commercial Driver's License to operate a school bus or must acquire one prior to the completion of the District's training course.
- Thorough knowledge of procedures and federal/state laws governing the safe operation of a school bus prior to the completion of the District's course.
- Successful completion and testing for an air brake endorsement must be completed within 9 months of hire.

### **Physical Demands and Work Environment:**

*The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Duties are performed on and around a school bus.
- Frequent exposure to loud noise levels; fumes or airborne particles; noxious odors; vibrations from driving a bus; and traffic.
- Occasional exposure to moving mechanical parts.
- Occasional exposure to all outside weather conditions.
- Employees are frequently required to sit; use hands to handle, or feel; use foot controls to drive; reach with hand and arms; push and pull, climb, bend, stoop, and kneel; and talk and hear.
- Specific vision abilities required include close, distance, night/dusk, color, and peripheral vision.
- Position requires the lifting/pushing/pulling of up to 50 pounds.
- Employees will have contact with the public which requires appropriate demeanor and apparel.

### **Reviewed/Revised:**

March, 2023 - Salary and Benefits added January 2025

*The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and*



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*responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with the business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.*