

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4
Champaign, Illinois

Title: Lead School Bus Driver

Qualifications:

1. Must be at least 21 years of age
2. Must hold or be able to obtain a "Class B" CDL license and a school bus driver permit
3. Must have held a valid driver's license for the past three consecutive years and have a good driving record
4. Must be able to pass the annually required drug and alcohol screenings and physical examination
5. Must attend required course(s) of instruction for school bus drivers
6. Possess good human relations and communication skills
7. Must have a minimum of two years experience as a school bus driver (strongly preferred)

Reports To: Director of Transportation or Assistant Director of Transportation

Supervises: N/A

Objective: To provide safe, timely, and efficient transportation of students, both to and from school and to and from extracurricular activities

Performance Responsibilities:

- A. Obeys all traffic and safety rules
- B. Provides safe, timely, and courteous transportation for students
- C. Maintains student discipline on bus. Mini bus drivers assist Bus Monitors in maintaining student discipline
- D. Reports all disciplinary problems promptly to the building principal and to the Director of Transportation or designee
- E. Drives courteously and defensively
- F. Maintains punctuality and consistency of route running time, with maximum fuel economy
- G. Ensures the daily cleanliness of the regularly assigned bus on the inside, which includes sweeping the inside and emptying trash can. (If assigned an alternate bus, ensures that the inside is cleaned at the conclusion of the run)
- H. Fuels the bus to ensure that all assigned runs can be made without interruption
- I. Completes pre-trip safety log as required
- J. Monitors the FM radio at all times and responds to all calls in a prompt and courteous manner
- K. Inspects the bus on a routine basis to ensure safety (daily walk-around)
- L. Reports all accidents involving a bus to the Director of Transportation or designee as soon as communication can be established
- M. Attends and participates in scheduled in-services
- N. Learns a minimum of five (5) routes to serve as a substitute in the absence of a regularly-assigned driver
- O. Reports fifteen (15) minutes prior to assigned routes' earliest morning starting time
- P. Performs other related duties, such as monitor duties, and substitutes on other routes as assigned

Terms of Employment: Work year to be established by the Board of Education; salary and benefits as stipulated in the collective bargaining agreement

Evaluation: Performance will be evaluated by the Director of Transportation or his/her designee in accordance with the District's plan for evaluation of Educational Support Professionals (CESP)

Status: Reviewed September 2010
Last Revised (with CESP input and consent) December 4, 2017