



CLINTON COMMUNITY SCHOOLS JOB DESCRIPTION

Job Title: Bus Driver

Qualifications: High School diploma/GED equivalent preferred, CDL with passenger and air brake endorsement.

Reports To: Director of Transportation

Position Summary

Provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the district's curriculum and extra-curricular programs.

Essential Duties & Functions (but not limited to)

- Obeys all traffic laws.
- Observes all mandatory safety regulations for school buses.
- Maintains discipline when students are on the bus.
- Reports student discipline problems to the proper authority.
- Reports all accidents and completes the required reports.
- Keeps assigned bus clean.
- Keeps to assigned schedule.
- Checks bus before and after each operation for mechanical defects. Monitors fuel level of the bus to assure that there is sufficient fuel to make required runs.
- Notifies the proper authority in case of mechanical failure.
- Discharges students only at authorized stops.
- Transports only the students who are authorized to receive transportation.
- Exercises responsible leadership when on out-of-district school trips.

Additional Responsibilities

- Participate in appropriate professional activities.
- Must have the ability and proven ability to report to work on a regular and punctual basis.
- Perform such other duties as are assigned by authorized representatives of the Board of Education.

Minimum Qualifications

Education: High School Diploma/ GED equivalent preferred

Knowledge/Skills/Abilities/Experience:

- CDL with school bus and air brake endorsement (or ability to obtain these endorsements).
- Self-motivated to initiate and prioritize tasks without direction.

Working Conditions: Primarily climate controlled busses. May be exposed to inclement weather.

Mental Demands/Physical Demands/Environmental Factors: Regularly required to sit, stand, walk, talk, hear, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds.

Other Information

- Demonstrates concern for and sensitivity to the needs of all regardless of their age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, physical attributes, physical

or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

- Works courteously and cooperatively with other staff members regardless of their age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- Effectively implements the goals and objectives of the district's multi-cultural, non-sexist educational plan in his/her area.
- Performs such other duties as are assigned by authorized representatives of the Board of Education.

It is the policy of the Clinton Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, and sexual orientation in its educational programs and its employment practices.

The statements contained herein describe the scope of responsibility and essential duties of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts the Board's right to assign or reassign duties and responsibilities to this job at any time unless restricted by law or a negotiated contract.

Oct 2025