

Bus Driver – Transportation

Purpose Statement

The job of Bus Driver was established for the purpose/s of providing support within the student transportation services area with specific responsibilities for transporting students over scheduled routes and/or to/from special excursions; ensuring vehicle operation is in safe operating condition; and ensuring safety of students during transport, loading and unloading from buses.

Essential Functions

- Advises students and other passengers of appropriate behavior for the purpose of reinforcing established guidelines and maintaining passenger safety.
- Assesses incidents, complaints, accidents and/or potential emergency situations (e.g. road hazards, medical emergencies, accidents, etc.) for the purpose of resolving and/or recommending a resolution to the situation
- Assists students and other passengers for the purpose of providing safe loading and unloading from buses during normal transport and emergency situations.
- Cleans assigned vehicles, both interior and exterior for the purpose of ensuring safety, appearance, and sanitation of vehicle.
- Drives school bus/s for the purpose of transporting passengers over scheduled routes to and from school and/or field trips in a safe and timely manner.
- Monitors students and other passengers during transit for the purpose of ensuring the safe transportation of all passengers.
- Performs pre-trip and post-trip inspections (e.g. fluid levels, tire pressure, exterior condition, etc.) for the purpose of ensuring the safe operating condition of the vehicle and complying with mandated guidelines.
- Prepares reports (e.g. field trip reports, incident reports, inspections records, passenger misconduct, mileage logs, student counts, routing information, etc.) for the purpose of documenting activities, providing written reference, conveying information, and/or complying with established guidelines.
- Reports observations and/or incidents (e.g. discipline, accidents, inappropriate social behavior, etc.) for the purpose of communicating information to appropriate personnel for their action.
- Responds to inquiries from students, parents, and/or staff for the purpose of providing the necessary information regarding transportation services.

Other Functions

- Attends unit meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Conducts emergency evacuation drills for the purpose of ensuring efficiency of procedures and complying with mandated requirements.
- Fuels assigned vehicle (e.g. oil, water, fuel, etc.) for the purpose of maintaining vehicle in a safe operating condition.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid; applying pertinent codes, policies, regulations and/or laws; operating district vehicles, fire extinguisher, two-way radio, and standard office equipment; and preparing and maintaining accurate records.

KNOWLEDGE is required to read and follow instructions; and understand written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: emergency evacuation techniques; area streets and locations; basic vehicle maintenance; first aid; health standards and hazards; pertinent codes policies, regulations and/or laws; safe driving practices; safety practices and procedures; two way radio communication; and utilizing wheelchairs, tie downs, child safety seats, lifts, etc. (by assignment).

ABILITY is required to schedule activities, meetings, and/or events; collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with specific, job-related data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include; being attentive to detail; communicating with diverse groups including school age riders; displaying tact and courtesy; establishing and maintaining effective working relationships; exercising sound judgment; maintaining an understanding of the special needs of students and their parents; maintaining confidentiality; and working with constant distractions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. There is some opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job required 85% sitting, 10% walking, and 5% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Ability to climb stairs

Experience Job related experience is desired.

Education High School diploma or equivalent.

Equivalency None Specified

Required Testing

Pre-employment TB Test & Statement of Good Health as required by Illinois School Code
Random Alcohol and Drug Test
Pre-employment Drug Screening

Continuing Education/Training

Successful completion of annual refresher course

FLSA Status

Non Exempt

Salary Grade

Certificates & Licenses

School Bus Driver's Permit

Clearances

Criminal Justice Fingerprint/Background Clearance

Approval Date