

**LOCKPORT TOWNSHIP HIGH SCHOOL DISTRICT 205**

<b>TITLE:</b>	School Bus Driver
<b>REPORTS TO:</b>	Transportation Manager
<b>QUALIFICATIONS:</b>	Valid commercial driver's license (CDL – class B with passenger endorsement)
<b>JOB GOAL:</b>	Possess patience, calmness, composure & perseverance necessary in the performance of bus driver's duties.

**SCHOOL BUS DRIVERS PERMIT-NEW**

1. Pre-employment physical including drug testing, and TB test/chest x-ray.
2. State Certified Classroom Training.
3. Fingerprinting
4. Behind the wheel training.
5. Successful completion of the following exams: Core CDL test, Passenger endorsement test, and school bus test.
6. Successful completion of road training and test.

**SCHOOL BUS DRIVERS PERMIT-RENEWAL**

1. 3-hour refresher course.
2. Annual physical, including a drug test (urine).

**PERFORMANCE DUTIES:**

1. Maintain an assigned daily schedule. Transport students safely to and from school and other destinations as designated.
2. Comply with the rules set forth in title 23, Illinois Administrative Code, Subtitle A, Chapter 1, Paragraph 275, subchapter H, Section 275.110.
3. Maintain standards set by the Illinois Vehicle Code, Illinois revised statutes, and Lockport Township High School.

4. Obey all traffic laws.
5. Perform a daily pre-trip inspection, including checking tires and oil. All results must be reported on pre-trip sheets and filed properly in the Transportation Department office.
6. Keep vehicle clean (inside) and fuel as needed. Complete fuel sheet, as needed.
7. Enforce regulations and maintain discipline when students are in your charge, reporting undisciplined students to the proper authority in a timely fashion.
8. Report all accidents and complete required reports.
9. Transport only authorized students.
10. Load and discharge students only at authorized stops.
11. Exercise responsible leadership when on in-district and out-of-district trips.
12. Attend required in-service meetings, activities, and/or workshops during the year.
13. Check your mailbox daily.
14. Close all bus windows and doors nightly.
15. Watch your gauges; be alert for noise and changes in “feel” of your bus.
16. Keep routes current and updated with Transportation Department office.
17. Renew bus permit annually which includes the three-hour refresher course and physical. (30 days prior to expiration date.)
18. Conduct safety drills twice a year to meet state standards.
19. Comply with random drug/alcohol requests.
20. Perform other duties as assigned by the Director of Transportation or Training And Safety Manager.

**EVALUATION:** Performance of this job will be evaluated yearly by the administration in accordance with provisions of the Board Education policy.