

Community Unit School District 303

Job Description

Title	Bus Driver
Location	Transportation
Reports to	Lead Bus Driver
Minimum Qualifications	Good Physical Health Valid Illinois Drivers License with Appropriate Endorsements Good Attendance Record Public Relations Oriented Enjoy Working with Young People

Primary Responsibilities:

- Check bus daily per School Drivers Pre-trip Inspection Report
- Maintain a clean bus on the interior
- Report any requests for changes in scheduled stops and times to Transportation Coordinator
- Fill out Bus-Misconduct Report on any infractions of Disciplinary Guidelines and submit to Director of Transportation
- Maintain discipline and control on the bus at all times
- Maintain time schedule and control of bus routes as designated by Transportation Coordinator. Any deviations must be approved by Coordinator or Director of Transportation
- Drive bus in accordance with all Federal, State, Board of Education and Illinois D.O.T. Rules and Regulations
- Record all gas usage on appropriate gas log and turn in monthly
- Submit in writing any request for absence and reason for same
- Transport only students eligible to ride designated bus route
- Report any accident or traffic violation immediately to the Director of Transportation
- Be responsible for the safety of students being bussed, including post tripping of bus

All district employees are expected to maintain a high level of ethical behavior and confidentiality of information regarding students, personnel, and all job related matters. In addition, all staff are expected to serve as a positive role model and work to ensure a safe building environment.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.