

# Job Description



**Title:** Bus Driver / Bus Driver Special Education Routes

**Reports to:** Director of Operations / Transportation Coordinator

## Summary of Position

Drive a school bus to transport students to and from school, including noon kindergarten runs, field trips, and any other special runs.

## Qualifications

- Valid Illinois Driver's License
- Class B CDL with a passenger endorsement
- Valid School Bus Permit

## Essential Duties and Responsibilities

- Transport students to and from school safely on established routes
- Transport students on field trips
- Maintain order on the school bus; work with principals on student discipline issues
- Ensure the safety of all children
- Keep interior of the bus in presentable order
- Perform daily pre-trip and post-trip inspections and check seat belts to make sure they are working properly after each run
- Keep Class B CDL current, including attendance at the annual School Bus Driver Refresher course as required by the State and annual Bus Driver Permit Recertification physical
- Perform other duties as assigned by Bus Dispatcher or the Director of Transportation

### Additional Responsibilities for Special Education Drivers Include

- Provide door to door service and additional care in supervising special education students
- Direct activities of any Bus Aide assigned to their special education bus

## Key Success Factors

- Enjoys working with children
- Positive demeanor
- Is flexible
- Proactive communicator with supervisor
- Punctual

## Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

No physical limitations which would prevent the applicant from satisfactorily performing job duties, including lifting, climbing stairs, emergency evacuation, etc., within recognized standards.

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.

*The information contained in this job description complies with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.*

## **Terms of Employment**

- **Work Year:** 185 work days
- **Leave:** 12 Sick Days / 2 Personal Days
- **FLSA Status:** Non-exempt
- **Retirement:** IMRF
- **Benefits:** Eligible
- **Salary:** T-2/T-3 (\$26.17 starting rate)