



<b>TITLE:</b>	<b>Bus Driver</b>
<b>REPORTS TO:</b>	Transportation Coordinator
<b>GOAL:</b>	To transport students in a safe and efficient manner and to successfully perform all activities related to the operation of buses
<b>QUALIFICATIONS:</b>	<ol style="list-style-type: none"><li>1. Obtain and maintain a CDL license with a passenger endorsement</li><li>2. Submit to ongoing drug testing and a regular required medical examinations</li><li>3. Demonstrated aptitude and competence for assigned responsibilities</li></ol>

#### **PERFORMANCE RESPONSIBILITIES**

- Observe school district rules, regulations and policies
- Conduct pre-trip safety inspections of the bus prior to every trip and complete the Daily Vehicle Inspection Report
- Keep a route detail report and seating chart on the bus at all times
- Notify the Mechanic and Transportation Coordinator of any mechanical malfunctions or safety hazards
- Adhere to established routes and keep to assigned time schedules
- Transport only authorized students
- Assist in the physical supervision of students entering and exiting the school bus
- Where needed, work individually with each child in securing seat belts
- Supervise students while on the bus and report to the principal, nurse and/or other appropriate personnel behavior violations, accidents and/or injuries
- Obey all traffic laws and observe mandatory school bus safety regulations
- Promptly report all bus accidents to the Transportation Coordinator
- Participate in emergency drills in accordance with local, state and federal policy
- Perform interior bus cleaning duties daily, clean windows and exterior as needed
- Fuel vehicle as needed
- Appropriately utilize school bus equipment and supplies
- Keep all student information confidential
- Attend scheduled meetings related to the job as assigned by the Transportation Coordinator
- Foster teamwork and contribute to positive morale
- Perform such other related duties and responsibilities as may be assigned by a supervisor

#### **TERMS OF EMPLOYMENT**

Ten-month position. Salary and hours to be established by the Superintendent and approved by the Board of Education.

Adopted: May 3, 2000  
Updated: July 27, 2023