



Eagle Point School District 9

Job Description – Bus Driver

Page 1 of 2

PURPOSE:

- The Bus Driver provides clean, safe and reliable transportation to ensure that students enjoy the full advantage of school district programs and activities. To accomplish these tasks, the Bus Driver must work closely with the staff and administration of School District 9.

REPORTS TO:

- Transportation Supervisor

QUALIFICATIONS:

- High school diploma or equivalent.
- Maintain a valid Oregon Driver's license with CDL (and/or any other required endorsements) and personal transportation.
- Must meet all state requirements for Bus Drivers.
- Ability to work with team members, students and staff.

ESSENTIAL FUNCTIONS:

- Ensure that all state transportation guidelines are followed.
- Maintain satisfactory attendance and punctuality.
- Ability to work cooperatively with staff, students and the public.
- Appropriately operate all vehicles and equipment.
- Establish and maintain harmonious relationships with students, team members, staff and community members.
- React to change productively and handle other tasks as assigned.
- Support the philosophy and mission of School District 9.

PHYSICAL REQUIREMENTS:

- Requires prolonged sitting and standing.
- Must work indoors and outdoors year-round.
- Requires stooping, bending, reaching, kneeling, climbing and balancing.
- May require physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
- Requires ability to carry or drag a 125 lb. person, 30 feet in 30 seconds or less.
- Must work in noisy, crowded and stressful environments.
- Requires driving skills, including ability to operate a vehicle at night.
- May require lengthy and overnight travel.

GENERAL RESPONSIBILITIES

- Abide by all state school transportation regulations.
- Provide safe and orderly transportation to and from school and school related activities.
- Maintain assigned schedule.
- Transport only authorized students.
- Discharge students only at authorized stops.
- Maintain student discipline.
- Abide by all traffic laws.
- Respect confidential information.
- Inspect bus prior to each route or activity trip and file inspection forms with the Transportation Supervisor.
- Maintain bus in clean condition and inform the Transportation Supervisor whenever bus is received in unsatisfactory condition.
- Immediately notify the Transportation Supervisor of lateness or emergency mechanical failure.
- Inform the Transportation Supervisor of routine maintenance and required repairs.
- Report all accidents and file required accident reports with the Transportation Supervisor.
- Wash and clean bus on an established schedule.
- Assist Mechanic with maintenance repair as needed.



Eagle Point School District 9

Job Description – Bus Driver

Page 2 of 2

- See that district policies are observed at all times.
- Keep abreast of new information, innovative ideas and techniques.
- Achieves and maintains proficient levels of performance, as described in the district and school evaluation policies and procedures and as communicated by the administration.
- Develop and maintain positive, appropriate professional relationships with students and recognizes necessary boundaries in interacting with students.
- Models personal behaviors of honesty, fairness, courtesy, consideration and good citizenship.
- Establishes and maintains harmonious relationships with students, fellow employees and the general public by reflecting positively on the profession.
- Use computer technology for specified program tasks.
- Responds in a cooperative and positive manner to supervision and direction.
- Achieves professional growth as directed by the district through consultation with district support staff, attendance at building and district in-service meetings and approved workshops and classes.
- Maintains all licenses and requirements needed to maintain your professional standing and the requirements to complete all assigned reports.
- Performs other duties as assigned by the Transportation Supervisor.

RATE OF PAY: According to Classified Salary Schedule

This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein.

Employee Signature: _____ Date _____

Board Adopted: August 14, 2013