

# Edina Public Schools Job Description

## Hourly Bus Driver

**Reports to:** Supervisor of Transportation

**Purpose of Position:**

The Hourly Bus Driver transports students safely and courteously ensuring the district vehicle is in safe operating condition.

**Essential Duties and Responsibilities:**

- Operates a district vehicle on assigned route accurately picking up and dropping off riders in a timely manner.
- Safely transports riders.
- Know and obey all laws pertaining to vehicle operation and student safety.
- Performs daily pre-trip inspections accurately reporting any defects.
- Inspects the assigned district vehicle to ensure all safety equipment is available.
- Know how to use all emergency and safety equipment.
- Checks and fills the bus with oil, fuel, and other fluids to proper levels.
- Maintains a disciplined and safe environment on the district vehicle and during student loading and unloading.
- Communicates effectively with students, parents, staff, and administration.
- Drives defensively and always expects that other drivers or pedestrians will do the unexpected.
- Reports bus malfunctions to mechanics.
- Ensures that the district vehicle the driver operates is clean.
- Reads and follows instructions from written materials, maps, route sheets, pre-trip instructions, and field trips.
- Completes required forms accurately.
- Reports all accidents to supervisor.
- Reports all incidents of student misconduct to building administration.
- Properly conducts required safety checks and emergency drills.
- Maintains current required licenses and certificates.
  - Administers first aid and CPR in emergency situations.
  - Attends in-services, workshops, and training programs as requested by the supervisor.
- Other duties as assigned.

**Required Qualifications:**

- High school diploma or equivalent.
- Must have a valid Minnesota Drivers License and have or be able to obtain Class B Minnesota Drivers License after hire.
- Must have or be able to obtain a school bus endorsement for Drivers License.
- Must have and maintain a good driving record.
- Must be able to pass annual state-required physical examination.
- Must be able to pass drug and alcohol testing as required by law.
- Must be able to obtain first aid and CPR certification.

**Additional Information:**

- Must be willing and able to work in inclement weather and noisy situations.
- Ability to perform the following actions for the duration of an entire shift: sitting, twisting, turning, bending, and gripping.
- Ability to lift and move 50 pounds occasionally.
- Must be able to use hands dexterously.