

Jacksonville School District #117

Bus Driver Job Duties:

- a. Drive a school bus safely and professionally, perform and properly complete daily pre-trip inspections, comply with all traffic ordinances, comply with all discipline policies set forth by the School District #117 Board of Education, participate in required on-site training, show proficiency in handling and maneuvering a school bus and supervise students while transporting them.
- b. Pass a pre-employment physical exam including a drug screen.
- c. Obtain a Commercial Driver's License and pass State of Illinois skill and written tests.
- d. Read a limited number of two and three syllable words. Recognize similarities and differences between words and a series of numbers. Print and speak simple sentences.
- e. Add, subtract, multiply, and divide whole numbers.
- f. Apply common sense understanding to carry out detailed written or oral instructions. Deal with problems involving few concrete variables in standardized situations.
- g. Work in a friendly manner with students and co-workers.
- h. Read and understand maps.
- i. Communicate clearly and concisely both in oral and written form.
- j. Perform duties with awareness of all District requirements and Board of Education policies.
- k. Continuously sit and occasionally walk or stand. Frequently bend or twist at the neck and trunk. Frequently repeat the same hand, arm, or finger motion many times. Use hand strength to grasp tools. Continuously drive on the job. Occasionally lift and/or move up to 75 pounds such as students. Possess specific vision abilities including close vision, color vision, depth perception, and peripheral vision.
- l. Occasionally work in temperatures above 100 degrees and below 32 degrees and walk on slippery surfaces. Meet deadlines with severe time constraints. Interact appropriately with the public and other employees of District #117. Be responsible for the safety and well-being of others. Work in an environment where the noise level is frequently loud to where he/she may have to raise voice to be heard.
- m. Are you able to perform each of the essential job requirements described above and can you perform the job with or without reasonable accommodations? Yes: _____
No: _____