

## Joliet Township High School District 204

**Position Title:** Bus Driver

**Qualifications:**

1. Class B Commercial Driver's License with passenger endorsement and Illinois School Bus Driver's Permit.
2. Subject to District 204 alcohol and controlled substance policies.
3. Ability to complete pre-trip inspection reports, count and mileage reports and student referrals.
4. Capable of communication and associating with children in a manner that produces mutual respect.
5. Strong student management skills allowing you to work with large groups of children.

**Reports To:** Director of Support Services

**Job Goal** Provide safe and timely transportation to and from school and school sponsored events.

**Performance Responsibilities:**

1. Monitors and supports District 204, Transportation Department, State of Illinois and Federal regulations, policies, and laws concerning students, personnel, vehicles and transportation. Observe all rules of the road and adhere to posted speed limits.
2. Maintains control of students and report behavior concerns.
3. Reports vehicular accidents, student injuries and on-the-job injuries immediately.
4. Promotes and supports the highest standards of safety for vehicles and students.
5. Follows all route directions and stops. Suggests route changes to dispatcher prior to making changes.
6. Notifies transportation office before an absence.
7. Works as a team with dispatchers, aids, students, parents and school representatives.
8. Attends trainings and in-services.
9. Maintains professional standards and ethics. Avoids using derogatory, foul and unacceptable language or gestures. Encourages a positive educational environment by promoting and adhering to the staff and student attire (dress) codes and rules of conduct.
10. Maintains confidentiality concerning students.
11. Assists with loading and unloading special education students.
12. Operates wheelchair ramps and secures wheelchairs with proper restraints.
13. Completes physicals, drug and alcohol tests as required.
14. Renews driver's license and permits on a timely basis.
15. Completes required count sheets and mileage reports.
16. Ability to use communication systems such as radios, cellular phone and GPS systems.

17. Ability to drive a variety of vehicles.
18. Ability to accept altered work schedules due to schedule changes at the schools.
19. Ability to monitor time and maintain a timely schedule.
20. Provides medical attention to students and staff as needed.
21. Cleans the interior of the bus and exterior of windows as needed for safety.
22. Completes a thorough pre-trip inspection including the engine compartment and provides a written report of the inspection before driving the vehicle.
23. Fuels vehicle prior to leaving on routes or trips.
24. Prepared to conduct an emergency evacuation of the vehicle assigned to you.
25. Perform other duties as may be assigned by the supervisor

**Terms of Employment:** Part-time, approximately 25 hours per week

**Evaluation:** Performance will be evaluated annually by Director of Support Services or designee