



Lakeland Joint School District #272  
15506 N. Washington Street,  
Rathdrum, ID 83858

---

**TITLE:**

Bus Driver

**JOB SUMMARY:**

To provide safe and efficient transportation so students may enjoy the fullest possible advantage from the district's curriculum and extracurricular program.

**QUALIFICATIONS:**

1. At least 21 years of age
2. Possess a driving record which will allow for a level of insurability as required by the Board of Trustees
3. Complete required training for driving a school bus
4. Be eligible to hold a valid commercial driver's license to operate a school bus as required by Idaho law
4. Such additional physical, health, or other requirements as the Board may require
5. Ability to read and follow basic operating instructions and write reports
6. Demonstrated aptitude for successful completion of the tasks assigned
7. Self Motivated
8. Ability to lead and and inspire a team to reach their full potential
9. Growth mindset
10. Adept at building capacity and empowering self-efficacy in others
11. A model of integrity, authenticity, transparency, responsible leadership, ethical supervision and the highest standard of professionalism

**REPORTS TO:**

Director of Transportation

**PERFORMANCE RESPONSIBILITIES:**

*(not limited to, but may include)*

1. Obeys all traffic laws and drives safely and responsibly, adjusts driving to road and weather conditions and puts on chains when needed
2. Observes safety regulation for school buses, inspects the bus before each operation for mechanical defects, and reports any problems to the proper authority. Maintains first aid kits and other emergency equipment.
3. Effectively enforces district rules and regulations and reports discipline problems to the proper authority
4. Keeps the bus clean and inspects the bus before and after each route to isolate vandalism

**Initial & Date** \_\_\_\_\_

5. Transports only authorized students and discharges students only at authorized stops
6. Exercises responsible leadership when on out-of-district school trips
7. Maintains required records including student roster, route miles, safety inspections, student pickup and delivery times, daily log, etc.
8. Performs such other duties as the transportation supervisor may assign

**TERMS OF EMPLOYMENT:**

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of the Board’s policy on evaluation of non-certificated personnel.

**NOTE:**

All certificated and classified employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

*Board Approval Date: 12/13/1982*

*Last Revision: 1/12/2009*

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_

Human Resources \_\_\_\_\_