

**Lincoln Parish Schools**  
**Job Description**  
**2025-2026**

**TITLE:** Bus Operator

**QUALIFICATIONS:** Louisiana commercial operator's license (CDL), which includes a Passenger (P) and School Bus (S) endorsement; pass annual physical and eye examination that is performed by a Federal Motor Carrier Safety Administrator (FMCSA)-approved examiner and that otherwise meets current CDL requirements.

**REPORTS TO:** Transportation Supervisor

**JOB GOAL:** To transport students between a designated location and the schools and/or to special destinations safely and promptly. Responsible for daily safety inspection and care of the vehicle operated.

**TERMS OF EMPLOYMENT:** 9-Month, 22.5 hours per week

**EVALUATION:** Performance Evaluation annually

**COMPENSATION:** Bus Operator Salary Schedule (Table 17)

**PERFORMANCE RESPONSIBILITIES:**

1. Safely transport assigned students to the proper school and home again.
2. Notify the Transportation Office immediately of impending absence, tardiness, or mechanical failure.
3. Notify the Transportation Office when absent whether sick, personal leave, or personal business leave, and secure a substitute bus operator from the approved, active substitute list. Provide substitute information to the Transportation Office.
4. Establish proper techniques and follow discipline procedures as established by the State Department of Education and the Lincoln Parish School Board.
5. Complete accurately and timely all reports and records as directed, and as may be required after an accident, for absences, or for any special purposes.
6. Accept and run additional routes as directed by the school administration and/or the Transportation Department.
7. Maintain good public relations with students, parents and school administrators. The operator is directed to avoid parent conferences or confrontations while on the route. An alternative is to arrange for a later meeting or phone call.
8. Maintain a neat and clean vehicle, mechanically safe, in compliance with federal, state and local regulations.
9. Accurately record and report appropriate mileage for each and all designated routes.
10. Conform to Louisiana Law concerning the safety and welfare of assigned pupils.
11. Demonstrate a thorough knowledge of and conformity with state and local traffic laws and local governing motor vehicle operations.
12. Establish safe bus stop locations.
13. Notify parents of bus schedules, (time and location) when changes occur on your route.
14. Attend and actively participate in all conferences, meetings, and/or in-service programs.
15. Keep his/her contracted vehicle inspected and maintained in accordance with local, state, and federal regulations.
16. Notify the Transportation Department immediately of all accidents or serious incidents. This also includes accidents or incidents in the bus operator's private personal vehicles.

17. Maintain an acceptable driving record in personal vehicles and school buses as found in Chapter III of the LPSB Transportation Handbook.
18. Check bus for students accidentally left on board the bus at the conclusion of all routes.
19. Submit to Drug and Alcohol Testing as required by Board Policy and Federal Law.

**PROFESSIONAL RESPONSIBILITIES:**

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep direct supervisor informed of the progress being made in area(s) of responsibility.
8. Report to the Lincoln Parish School Board as needed or directed.
9. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
10. Complete and submit all forms, reports, documentation, and trainings by required dates and in accordance with district policies and procedures.
11. Remain open to suggestions and innovative ideas; receive and apply feedback.
12. Demonstrate competence in areas of responsibility.
13. Exert every effort to constructively involve stakeholders in all professional settings.
14. Communicate appropriately and work effectively with all populations.
15. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
16. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
17. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

*While the operation of the Lincoln Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.*

**I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.**

Employee Printed Name: \_\_\_\_\_

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

Date Signed: \_\_\_\_\_