



SCHOOL BUS DRIVER

QUALIFICATIONS:

1. Motor Vehicle Operator's (DMV) License.
2. Current Commercial Driver's License (CDL), Class B or C (preferred B) with Passenger and School Bus endorsement.
3. Air Brake endorsement.
4. Ability to work in a standard bus environment.

REPORTS TO: Director of Transportation.

JOB GOAL: To ensure the safe transportation of students, staff, and others to and from school, residential neighborhoods, and field trips.

TYPICAL DUTIES AND RESPONSIBILITIES: Such duties and responsibilities as may be assigned, including but not limited to:

1. Safely drives a school bus on days when school is in session over designated routes in accordance with time schedules, and loading and unloading students at designated locations.
2. Transports students, teachers, and others on school field or activity trips.
3. Inspects assigned bus on a daily basis prior to transporting passengers to ensure that the bus is clean and safe working order.
4. Cleans and refuels the bus, as needed.
5. Ensures that a communication device is in proper working order before each trip.
6. Reports all mechanical deficiencies, traffic violations, or accidents promptly.
7. Maintains order and discipline in an effective and courteous manner towards students being transported, in accordance with district policies and procedures; Reports any incidents involving student discipline.
8. Utilizing the EDULOG system, tracks route timing, such as total time *en route*, time between stops, loading and unloading times, or any other requested information for the purpose of establishing route efficiency, as requested.
9. Maintains and submits records and reports as required.
10. Follows procedures to ensure that no child is left alone on a bus without adult supervision at any time, and that all children have departed the bus at the end of all bus routes (morning, evening, and during field trips or other special trips).
11. Inventories bus emergency and first aid supplies and equipment and reports needs to the Director of Transportation.
12. In case of accidents or emergencies, evacuates children according to written and practiced procedures; Ensures that medical emergency procedures are followed; Completes a written report as required.
13. Attends and participates in trainings and other continuing education, career, and professional development opportunities.



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14. Performs other tasks, as assigned by the Transportation Director and other administrators, as designated by the Superintendent
15. Demonstrates prompt and regular attendance.
16. Supports the Meridian Public School District Mission, Vision, and Strategic Plan.

TERMS OF EMPLOYMENT: Pay rate based on assigned bus driver pay schedule, reporting four hours per day for 182 days per year, as assigned.

EVALUATION: Annually