

PROFESSIONAL JOB DESCRIPTION



TITLE: Bus Driver

REPORTS: Supervisor of Transportation

POSITION GOAL:

Provide safe and efficient transportation.

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Chauffeur license.
3. Successfully meet all state requirements.
4. Such additional health requirements as the Board may require.
5. Ability to follow policies and practices.

PERFORMANCE RESPONSIBILITIES:

1. Obeys all traffic laws. Complete CDL and physical requirements. Maintain current Iowa School Bus Operators permit. Comply with a random drug and alcohol testing program.
2. Observes all mandatory safety regulations for school busses.
3. Maintains student discipline.
4. Knowledge of District rules, discipline procedures, and other procedures in the transportation handbook. Reports undisciplined students to the Supervisor of Transportation.
5. Keeps assigned bus clean inside and out.
6. Keeps to assigned schedule.
7. Attends scheduled meetings. Completes all classes offered for drivers.
8. Checks bus before each operation for mechanical defects. Fuels own bus per directives and records necessary related information.
9. Notifies the Supervisor of Transportation in case of mechanical failure.
10. Discharges students only at authorized stops.
11. Exercises responsible leadership on all school trips.
12. Transports only authorized students.
13. Reports all accidents and completes required reports.
14. Implements Rules and Regulation as defined in Board Policy.
15. Requires that all route pickups comply with school Policy and Iowa Code.
16. Reports any adverse weather or road conditions.
17. Contacts all parents of bus students prior to the start of school.
18. Promotes good public relations in dealing with parents and students. Maintains an effective level of communication with appropriate personnel.
19. Performs other duties as may from time to time be assigned by the Superintendent or designee.

PHYSICAL REQUIREMENTS:

Bending, carrying, climbing, driving, lifting, pushing-pulling, reaching, sitting, standing, walking.

WORKING CONDITIONS:

1. Includes extremes of temperature and humidity.
2. Hazards include stairs and communicable diseases.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board policy on evaluation of classified personnel.