

**JOB DESCRIPTION
SCHOOL BUS DRIVER**

10k.

TITLE: School Bus Driver

QUALIFICATIONS:

- Must complete the state's bus driver's training school
- Must meet and abide by the rules and requirements as defined in the *District Transportation Handbook*
- Must possess a valid Class B Commercial Driver's License with Passenger and School Bus Endorsement
- Must consent to mandatory drug and alcohol testing per School Board Policy GBRM-2
- Must be organized, personable, cooperative, and responsive to the needs of the school district
- Must consent to a Child Abuse Registry Check and a Criminal Background Record Check as per School Board Policy GBD/GCD
- Good physical condition with ability to lift 50 pounds

REPORTS TO: Director of Operations and Transportation Supervisor

JOB GOAL:

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

PERFORMANCE RESPONSIBILITIES:

1. Obeys all traffic laws.
2. Observes all mandatory safety regulations for school buses.
3. Maintains discipline when students are on the school bus.
4. Reports undisciplined students to the proper authority.
5. Keeps assigned school bus clean.
6. Keeps assigned bus schedule.
7. Checks school bus before each operation (both morning and afternoon) in accordance with department checklist (see transportation handbook.) Returns windows to closed position after completing route.
8. Notifies the Transportation Department in case of mechanical failure.
9. Discharges students at authorized stops only.
10. Exercises responsible leadership when on school trips.
11. Transports only authorized students.
12. Reports all accidents as outlined in the school bus accident procedure outline contained in the transportation handbook.
13. Enforces rules for student behavior on school buses.
14. Does not allow anyone other than student passengers, school officials, trip chaperones, or law enforcement to enter upon or ride the bus except with written authorization.
15. Conducts semi-annual emergency exit drills.
16. Abides by rules of the Ocean Springs School District Transportation Manual.
17. Attend mandatory in-service training.

TERMS OF EMPLOYMENT: 181 days Classified/Non-Exempt

EVALUATION: Performance of this job will be evaluated by the supervising administrator.

Approved by the School Board on: July 11, 2006

Revised on: October 8, 2013