

SECTION I: GENERAL INFORMATION

Position Title: Bus Driver / Transportation Support (210-Day Employee)	Department: Transportation
Reports to: Transportation Supervisor	FLSA Status: Non-exempt
Classification:	Bargaining/ Work Unit: Facilities & Transportation - SEIU Local 284
Position Last Updated: February 2026	Next Position Description Update:

SECTION II: JOB SUMMARY

This position is a specialized school-year position that combines daily student transportation responsibilities with operational and administrative support for the Transportation Department.

This role includes driving an assigned morning route and supporting mid-day transportation operations, including compliance, dispatch, training, and trip coordination. The position follows a 210-day contract aligned with the school year, with additional days for training and preparation as needed.

SECTION III: DUTIES AND RESPONSIBILITIES

Statement of Duty/ Responsibility: Student Transportation

Tasks involved in fulfilling above duty/ responsibility:

- Drive assigned AM route (and PM route if scheduled).
- Safely transport students according to established routes and time schedules.
- Ensure student safety during loading, unloading, and transit.
- Maintain appropriate student management and discipline in accordance with district policy.
- Conduct required pre-trip and post-trip vehicle inspections.
- Complete required reports including mileage, student counts, and incident documentation.

Statement of Duty/ Responsibility: Transportation Office & Operational Support

Tasks involved in fulfilling above duty/ responsibility:

- Provide training and mentorship for new and current drivers.
- Maintain and monitor DOT-required driver compliance documentation (CDL, medical cards, certifications, etc.).
- Help support charter, field trip, and activity trip coordination.
- Serve as dispatch office closer (coverage until 5:30 PM as assigned).
- Support daily operational needs of the Transportation Department.

- Assist with vehicle fueling, cleaning, and minor maintenance as needed.

Statement of Duty/ Responsibility: Provide Excellent Service

Tasks involved in fulfilling above duty/ responsibility:

- Maintains current knowledge of the District's policies, protocols and procedures that apply to this position so that work responsibilities can be performed purposefully, confidently and independently within the position authority and responsibility parameters.
- Works cooperatively with all District personnel, parents and students to answer questions and resolve problems related to student transportation.
- Develops and maintains collaborative work relationships that contribute to a pleasant and productive workplace.
- May perform all duties of a school bus driver as required for sufficient route coverage.
- Performs other duties as assigned by the Transportation Supervisor, including, but not limited to, minor bus repairs, bus driver training, and grounds work.

SECTION IV: KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- Knowledge of state laws pertaining to safe driving and school bus operations.

Skills:

- Use of computer programs including Microsoft Word, Excel, and Gmail, school bus routing software, time keeping software, GPS navigation software and various record keeping programs.
- Create and maintain spreadsheets for routing and bus driver scheduling.
- Strong interpersonal skills and the ability to work effectively with a wide range of individuals

Abilities:

- Able to speak clearly, articulately and professionally in dispatch duties as well as phone and face to face communications.
- Able to report to work on time and work all scheduled hours.
- Able to drive a commercial bus or ability to obtain necessary driving credentials within four (4) months of hire date.
- To establish and maintain effective working relationships with staff and the community.
- Ability to present and maintain a driving record that meets or exceeds District standards.
- Maintain regular attendance and provide proper notice of leave.

SECTION V: EDUCATION/ CERTIFICATION REQUIREMENTS

- High School Diploma or GED equivalent.
- Valid Commercial Driver's License (CDL), Class A or B, with Passenger (P), School Bus (S), Air Brake endorsements.
- Current Medical Examiner's Certificate
- Clean driving record.
- Must maintain a valid driver's license.

SECTION VI: EXPERIENCE REQUIREMENTS

- Experience as a school bus driver preferred.
- Experience with driver training, routing, or transportation office support preferred
- Must obtain a Minnesota school bus driver's license within four (4) months of hire if not currently licensed.
- Must maintain a valid driver's license.
- Knowledge of DOT and state transportation regulations preferred.

SECTION VII: WORK ENVIRONMENT

- Planning and coordinating work is typically performed in an inside environment.
- Training and/or bus driving is a combination of inside and outside work when there is exposure to seasonal weather and road conditions.
- Lawn mowing and other general maintenance tasks performed outside throughout the District's fields and facilities will result in exposure to machine / equipment operations, temperature variations and seasonal weather conditions.

SECTION VIII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission. Richfield Public Schools inspires and empowers each individual to learn, grow and excel.
- Perform assigned responsibilities in a manner consistent with the District's established Core Values.
- Advance the District's mission and values through careful attention to the key issues of Learning, Environment, and Resources.
- Commitment to providing safe and positive learning environments.
- Ability to work collaboratively and maintain effective working relationships.
- Commitment to student-centered service, efficiency, and continuous improvement.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY THE EMPLOYEE ASSIGNED TO THIS POSITION. THEY ARE NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL JOB RESPONSIBILITIES AND DUTIES PERFORMED BY PERSONNEL SO CLASSIFIED