Scott County School District
Job Description
Bus Driver
(Work Area Code 751023)

Qualifications:

1. At least 18 years of age
2. Possess a Class A, B, or C commercial Driver's License with "P" endorsement
3. Have at least 20/40 corrected or uncorrected visual acuity in each eye
4. Pass a pre-employment agility test
5. Have an acceptable driving record with no convictions deemed disqualifying under MS CDL Law, Section 63-1-73 thru 63-1-90 MS Code as amended
6. Completion of SDE Bus Driver Certification class
7. Not currently using illegal controlled substances or engaged in illegal use of prescribed drugs
8. Such other qualifications as may be set by supervisor or administration

The Bus Driver is responsible for the safe and efficient transportation of students to and from school and extracurricular activities.

Duties include but not limited to the following:

1. Check/inspect bus, using Pre/Post trip inspection checklist before each operation. Prepare a maintenance work order identifying any and all vehicle defects immediately upon discovery.
2. Keep exterior mirrors clean and adjusted. Keep the interior and exterior of assigned school bus clean in accordance with Transportation Handbook.
3. Never operate a school-owned vehicle, which the driver, mechanics, Fleet Manager, Operations Manager or Transportation Director considers unsafe.
4. Pick-up and discharge students only at authorized bus stops and transport only authorized students; operate school bus on established route and time schedule and not depart from a bus stop early.
5. Never allows students to stand or obstruct driver's view while school bus is being driven; immediately report all accidents and complete required reports.
6. Maintain student discipline in accordance with district policy; report infractions by students to proper authority by completing bus conduct reports.
7. Know, recognize and obey road signs and signals by means of shapes, sounds, and color; know, obey and comply with all traffic laws, rules, regulations, and procedures contained in the State Department of Education's Pupil Transportation Handbook.

8. Perform a minimum of two school bus evacuation emergency procedures; attend meetings and staff development sessions as scheduled; and remain alert to and report all hazards to appropriate school officials.

9. Exercise the effective defensive driving skills of self-control: alertness, foresight and good judgment, at all times while operating the school bus.

10. Performing other such duties as the supervisor or administration may deem appropriate and necessary; carrying out all duties efficiently, promptly, and dependably.