JOB DESCRIPTION
DRIVER
TRANSPORTATION

JOB DESCRIPTION CREATION / REVISION DATE: 6/26/18

POSITION TITLE: Professional Bus Driver

DEPARTMENT: Transportation

REPORTS TO: Route Managers

SUPERVISES: N/A

POSITION GOAL(S):
To provide a safe and secure environment for the students of School District U-46 while transported to and from school and all other activities requiring the use of a school bus. Provide and maintain the highest level of professionalism and service at all times while fulfilling these functions and responsibilities.

JOB DUTIES / ACCOUNTABILITIES:

1. Obey all traffic laws and observe all mandatory safety regulations for school buses.
2. Maintain appropriate driver license and endorsements as required by all state and federal regulations.
3. Maintain student discipline and report violations to the appropriate authorities.
4. Ensure at least one-half (1/2) full fuel tank prior to parking the bus.
5. Responsible for cleanliness of assigned bus.
6. Adhere to assigned schedule.
7. Inspect bus before each operation for mechanical failure, complete necessary reports, and notify proper authority of mechanical failure.
8. Transport only authorized students; discharge students at authorized stops only.
9. Inspect the inside of the bus following each run and prior to exiting the bus for sleeping children and/or forgotten articles.
10. Must report all accidents/incidents and complete the required paperwork.
11. Other duties as assigned.

EXPERIENCE / KNOWLEDGE:

1. Driving experience on narrow streets, congested neighborhoods, and busy highways in all weather conditions.
2. Previous experience interacting with children.
3. Customer service experience preferred.

EDUCATION:

1. Must have a valid driver's license and clean driving record.
2. Bilingual - Spanish/English (written/verbal) preferred.
PHYSICAL DEMANDS:
1. Ability to sit and drive a vehicle approximately 90% of the day.
2. Ability to safely and quickly evacuate all types of school buses used by U-46.
3. Ability to bend, kneel, and lift up to 30 lbs. with proper technique during the course of the normal work day.

TERMS OF EMPLOYMENT:
This is a 10 - month position. Salary and benefits as established by the Board of Education.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of DUTU employees.

Employee Signature: ________________________________ Date: _____________

Supervisor Signature: ________________________________ Date: _____________