UNITED TOWNSHIP
HIGH SCHOOL DISTRICT 30

Bus Driver
Job Description

PURPOSE OF THE POSITION

The School Bus Driver is responsible for safely operating the school bus on a regular daily schedule.

SCOPE

The School Bus Driver is responsible for safely operating the school bus according to a set daily schedule. He/she must ensure that the school bus is in good operating condition at all times, pick up and drop off students as per the schedule, maintain order and security on the bus, and obey all laws, regulations and rules of conduct.

The School Bus Driver must also deal with residents and members of the public in a courteous and respectful manner. This includes receiving complaints about schedules and levels and quality of service. The School Bus Driver must make note of and report on any such complaints and respond in a courteous and respectful manner.

It is critical for the School Bus Driver to operate the School Bus in a safe manner. Failure to ensure the safe passage of students to and from school may result in serious liabilities for the District. Operating in an unsafe manner may result in injury or even the loss of life, which would have tragic consequences for the community as a whole.

RESPONSIBILITIES

1. Operate the school bus in a safe and effective manner in order to minimize the risk of injury, property damage or loss of life
   Main Activities
   - Operate the school bus in a safe and efficient way according to all relevant legislation, policies, and procedures
   - Perform daily safety and maintenance checks
   - Clean the bus as scheduled and/or required
   - Ensure the bus is safely and securely stored
   - Advise the Transportation Supervisor of any requirements for maintenance or repairs
2. Maintain schedules and order on the School Bus
   Main Activities
   - Pick up and deliver students as per set schedule
   - Take attendance on the school bus
   - Ensure students are aware of rules and responsibilities as passengers

- Maintain order and discipline on the School bus
- Make note of any behavioral or disciplinary problems

3. Perform other related duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

The School Bus Driver is required to have, as a minimum, a clean Class 3 driver's license with a bus endorsement. A Criminal Records Check will be required.

Knowledge

The incumbent must have proficient knowledge in the following areas:

- knowledge of highway and school bus regulation
- knowledge of how to deal with children
- knowledge of how to deal with children with special needs
- knowledge of scheduling system and procedures
- knowledge of record keeping system
- knowledge of equipment
- cleaning standards and procedures

Skills

The incumbent must demonstrate the following skills:

- ability to operate school bus in a safe and responsible manner
- client service and public interaction skills
- team building
- analytical and problem solving skills
- decision making skills
- effective verbal and listening communications skills
- ability to read and write to record pickups and maintain daily records
- stress management skills
- time management skills

Personal Attributes

The incumbent must demonstrate the following personal attributes:

- be honest and trustworthy
- be respectful
- possess cultural awareness and sensitivity
- be flexible
- demonstrate sound work ethics
- deal with the public in a positive, courteous and respectful manner

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WORKING CONDITIONS

Physical Demands

The School Bus Driver has a moderately strenuous job. The Driver must sit for long periods and requires intense concentration, particularly in poor driving conditions.

Environmental Conditions

The School Bus Driver must work in all different weather conditions including extreme cold and extreme heat.

Sensory Demands

The School Bus Driver requires intense concentration.

Mental Demands

The Driver must maintain order and discipline on the bus while driving in a safe and appropriate manner. Stress can be caused by the need to address behavior issues