



WillardPublicSchools
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Position: Bus Driver

Qualifications:

1. High School Diploma
2. CDL with S endorsement
3. Clear Background Check
4. Positive interpersonal relationships working with school age students, parents and staff.

Performance Responsibilities:

1. Performs pre-trip safety inspections prior to transporting students at least twice daily.
2. Inspects bus for cleanliness, conditions of windows, seats and door operation.
3. Demonstrates a high expectation of safety and care for school age students.
4. Departs assigned bus transportation parking area in adequate time to arrive at first stop as indicated on route sheet. First stop may be considered a route pick-up or a school site pick-up.
5. Completes all scheduled routes on schedule as safety allows, and returns vehicle to bus parking.
6. Conducts post-trip inspection after each route, checking for sleeping children and damage done to bus.
7. Cleans bus at the end of each day or as needed (required twice weekly).
8. Washes inside and outside of bus periodically as needed. Maintains clean windshield and backglass daily.
9. Completes periodic mileage trip sheets, student roster, current route maps, timesheets, and other documents as requested.
10. Reports any malfunction and/or unsafe operating condition of vehicle to the Mechanic/Supervisor in writing on designated repair forms.
11. Attends scheduled in-service meetings. (8 hours minimum requirement per year)
12. Recommends for administrative consideration, any route changes or bus stop changes deemed appropriate for greater safety and/or route efficiency.
13. Maintaining of Student control and discipline.
14. Reports discipline problems to the responsible Principal and the Transportation Director on forms provided.
15. Fulfills driver responsibilities, is punctual, reliable, and is in attendance on a daily schedule.
16. Maintains a Class B CDL with S endorsement and clean driving record.
17. Perform additional duties assigned by supervisor that may require lifting up to 60 pounds.