

BUS DRIVER

PURPOSE: Under the direction of the Transportation Supervisor, the bus driver assumes primary responsibility for the safe and timely transport of students.

NATURE AND SCOPE: The driver checks out the bus, follows the assigned route, picks up students at designated bus stops and delivers them to their destinations within a prescribed time schedule. The driver must have knowledge of the streets in the school district. The driver must demonstrate a thorough knowledge of the laws, ordinances, rules and regulations concerning the operation of school buses. The driver must have a working knowledge of safety standards, be alert, and exercise good judgment in an emergency. The driver must establish and maintain a positive rapport with students, administer discipline in keeping with school policies and exhibit a high degree of maturity and diplomacy in dealing with parents, teachers and staff.

PERFORMANCE RESPONSIBILITIES

1. Drive a school bus according to a designated route and schedule. Participate in determining route and time changes when necessary.
2. Operate a bus in various traffic, weather and road conditions with the safety of students as the priority.
3. Perform daily inspection of bus prior to beginning a route and complete form indicating same. Report malfunctions to mechanics.
4. Supervise students while driving, maintain a safe and orderly atmosphere, and issue disciplinary measures when necessary.
5. Communicate with parents and school staff on student behavior.
6. Maintain the bus in a clean and orderly condition, sweep and empty trash.
7. Refuel the bus when necessary.

MINIMUM QUALIFICATIONS

1. Commercial Driver's License appropriate for pupil transportation is necessary.
2. Ability to pass criminal record check and drug and alcohol test.
3. Ability to meet Department of Transportation physical examination requirements.
4. Ability to sit and drive for extended periods of time.