



Positions: Bus Driver

Location: Fraser Public Schools

Salary: In Accordance with the Negotiated Transportation Contract

Reports To: Director of Operations, Maintenance and Transportation / Transportation Supervisor

**QUALIFICATIONS:**

- High School Diploma or equivalent required.
- Applicants must be able to meet the physical demands of the position.
  - Including but not limited to: significant (10lbs-50lbs) lifting, carrying, pushing and/or pulling.
  - Frequent climbing and balancing.
  - Generally, the job requires 65% sitting, 30% walking and 5% standing.

Job-related experience and CDL is preferred but not required (training will be provided if required).

**REPORTS TO: Director of Operations, Maintenance and Transportation / Transportation Supervisor**

**SUPERVISES: Not Applicable**

**JOB GOAL:** The job of the Bus Driver is done for the purpose(s) of transporting students over scheduled routes and/or to/from special excursions; ensuring vehicle is in safe operating condition; ensuring safety of students during transport; loading and unloading from buses; and working with other employees as required.

**CERTIFICATES, LICENSES, or REGISTRATIONS:**

- Possession of a valid State of Michigan driver’s license for at least five (5) years, required; Possession of a Valid Michigan Commercial Driver’s License (CDL) with the appropriate B-P-S endorsements preferred.
- No driving ‘points’, preferred.

**ASSIGNED RESPONSIBILITIES:**

1. Drives a school bus to transport students to and from school over defined routes while adhering to structured schedules, safety policies and traffic ordinances.
2. Performs pre-trip inspections of the bus daily and prior to each scheduled bus run to ensure compliance with Department of Transportation regulations.
3. Conducts proper and legal stopping of school , counts students as they board, monitors student off-boarding and road crossing, and insures adherence to danger zones and railroad crossings.
4. Develops specific knowledge of special needs procedures with regard to the proper operation of a wheelchair lift and properly securing a wheelchair.
5. Performs appropriate passenger management and behavior control according to school policies and procedures.

6. Ensures that emergency evacuation practices, procedures and policies are implemented correctly and according to school policies and procedures.
7. Completes and submits work-orders, pre-trip forms, incident reports and accident reports.
8. Operates the two-way radio in order to maintain communication with the central bus garage and school offices.
9. May train new Bus Drivers on proper and safe driving methods and techniques and pre-trip inspections, monitors and evaluates their progress, and provides appropriate feedback and instruction
10. Maintain and keep current driver's directions.
11. Performs other related duties as directed by supervisor.

**TERMS OF EMPLOYMENT: In accordance with the negotiated contract.**

**EVALUATION:** performance of this job will be evaluated annually by the Director of Operations, Maintenance and Transportation/or the Transportation Supervisor.

This job description in no way states or implies that these are the only duties to be performed by the employee. He or she will be required to follow any other instructions and to perform any duties requested by his or her management that generally fit into the job expectations.

**Essential Functions** of the job as per the Americans with Disability Act (ADA)

FRASER PUBLIC SCHOOLS DOES NOT DISCRIMINATE ON THE BASIS OR RACE, COLOR, NATIONAL ORIGIN, SEX. AGE, HEIGHT, WEIGHT, RELIGION, MARITAL STATUS, OR DISABILITY IN ITS PROGRAMS AND ACTIVITIES. THE FOLLOWING PERSON HAS BEEN DESIGNATED TO HANDLE INQUIRIES REGARDING THE NONDISCRIMINATION POLICIES: DIRECTOR OF HUMAN RESOURCES, 33466 GARFIELD, FRASER, MI 48026 (586) 439.7000.