

## **TRANSPORTATION**

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**TITLE:** Bus Driver

**REPORTS TO:** Management Services Director and/or designee

**QUALIFICATIONS:**

1. Valid Commercial Driver's License
2. Minimum of three years previous safe driving experience.
3. Sufficient mechanical aptitude to diagnose minor problems and make appropriate repairs
4. Ability to maintain passenger discipline to ensure their safety and well-being and protect against vandalism.
5. Required criminal history background check and proof of US citizenship or legal resident alien status.

**JOB GOAL:** To transport pupils in a safe and efficient manner and perform all activities related to the operation of the school bus.

**PERFORMANCE RESPONSIBILITIES:**

1. Conducts pre-trip safety inspection of the bus prior to every trip and completes the School Bus Condition Report.
2. Notifies transportation supervisor of any mechanical malfunctions and/or safety hazards.
3. Adheres to established routes, designated bus stops and keeps to assigned time schedule.
4. Transports only authorized pupils.
5. Obeys all traffic laws and observes mandatory school bus safety regulations.
6. Maintains discipline on the bus and reports violations to the building principal or other authorized individual.
7. Reports all accidents and pupil injuries immediately to the Transportation office.
8. Participates in emergency evacuation drills in accordance with board policy, and instructs passengers regarding safety regulations and other bus rules.
9. Performs interior bus cleaning duties daily, cleans windows and exterior as needed, and refuels the vehicle.
10. Wears designated uniform.

**TERMS OF EMPLOYMENT:** Salary and work year to be determined 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 non-certified staff.

**APPROVED:** October 12, 2004