

# BUS DRIVER or BUS DRIVER SUBSTITUTE

JOB TITLE: BUS DRIVER or BUS DRIVER SUBSTITUTE

REPORTS TO AND EVALUATED BY: Transportation Supervisor

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education:** High school diploma or general education degree (GED). Must have a class B Commercial Driver's License with passenger endorsement. Must have an excellent driving record and be able to pass physical including drug test. Must pass CPR and first aid courses per state requirements.

**Language Skills:** Ability to read a limited number of two and three syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak in simple sentences.

**Mathematical Skills:** Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

**Reasoning Ability:** Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Other Skills and Abilities:** Ability to work in a friendly manner with co-workers and students. Ability to read and understand maps. Ability to communicate clearly and concisely both in oral and written form. Employee should live as near as possible to the area in which bus runs-those living out of town should have an area in which to park the bus and be able to plug it in during the winter. Exhibit an awareness of and commitment to proper bus maintenance.

**Physical Demands:** While performing the duties of this job, the employee is continuously required to sit and occasionally required to walk or stand. The employee frequently uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 75 pounds, such as students. Specific vision abilities required by this job include close vision, color vision, depth perception and peripheral vision.

**Work Environment:** While performing the duties of this job, the employee occasionally works in temperatures above 100 degrees and below 0 degrees and occasionally will walk on slippery surfaces. The employee has direct responsibility for the safety and well-being of others.

**PERFORMANCE RESPONSIBILITIES:**

1. Obeys all traffic laws, driving the bus safely and professionally and participates in transportation training.
2. Observes all mandatory safety regulations for school buses and enforces these regulations on the bus.
3. Maintains student discipline while on the bus and reports any undisciplined student to proper school authority.
4. Keeps bus clean inside and out.
5. Keeps to schedule.
6. Inspects bus prior to each trip for mechanical defects and notifies the proper authority in case of mechanical failure or lateness.
7. Transports authorized students only and discharges them at authorized stops.
8. Exercises responsible leadership when on out of district trips.
9. Reports all accidents and completes required reports. Completes all necessary paperwork.
10. Performs other duties as may be assigned by the Transportation Supervisor.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will." The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations, and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district-wide administration office.

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Period of Employment (i.e. – hours/day, days/year):  
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