

JOB DESCRIPTION
Zion-Benton Township High School

POSITION TITLE: Bus Driver

STATUS: Classified

REPORTS TO: Director of Transportation

TERM: Seasonal

LOCATION: Transportation Department

General Summary:

Safely transports students to assigned destinations in accordance with all laws and District policies.

Essential Duties and Responsibilities:

1. Operates school bus in accordance with all legislative acts, Illinois Office of Education Rules and Regulations, and Illinois Department of Transportation Rules and Regulations.
2. Performs required pre- and post-trip inspections as required.
3. Safely transports students following District procedures to assigned destinations.
4. Greets students in a positive manner, making an effort to learn student names.
5. Enforces school rules regarding school IDs and appropriate behavior. Reports incidents as appropriate to the Director of Transportation and/or deans via the student disciplinary referral system.
6. Fuels bus to appropriate levels prior to parking.
7. Reports all accidents and complete required reports as necessary.
8. Completes various data reports as required (e.g. rider counts, mileage, etc.)
9. Maintains a clean bus at all times.
10. Attends safety and required training meetings and participates in group discussions.
11. Remains in compliance with drug testing and physical examination requirements.
12. Performs other related duties as assigned by the Director of Transportation.

Knowledge, Skills and Abilities:

- Maintains proper license and bus drivers permit.
- Able to work variable hours as scheduled.
- Able to be punctual and maintain an acceptable attendance record.
- Displays professional and defensive driving skills at all times.
- Able to communicate with staff, students, parents, and the public in a courteous, positive, and professional manner

Education and Experience:

Must possess proper license classification and permit. Minimum of a high school diploma or GED required. Prior experience working with high school students a plus.

Physical Requirements:

	0-24%	25-49%	50-74%	75-100%
Seeing: Must possess 20/20 corrected vision.				X
Hearing: Must be able to hear well enough to communicate with staff, students, et.al.				X
Standing/Walking/Mobility: Must be able to sit for extended periods of time, stand and walk without restriction, bend over, stretch/reach, and move about freely.				X
Climbing/Stooping/Kneeling:			X	
Lifting/Pulling/Pushing:			X	
Dexterity/Repetitive Motion: Must be able to perform small hand motions such as writing, using the telephone, operating a handheld radio, operating bus equipment, etc.				X

Physical Dimensions:

Medium work: Exerting up to 20-40 pounds of force occasionally and/or up to 20 pounds of force frequently, and or up to 5 pounds of force constantly to move objects.

Note:

The statements herein are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Should the needs of the district and/or scope of responsibilities assigned to an employee's supervisor necessitate change, evaluation and modification of job description may be required.