



# Cicero School District #99

**Job Title:** *Bus Driver/Substitute Driver*

**Reports to:** Director of Transportation Services/ Head Mechanic/Transportation Manager/ Dispatchers

## Position Summary

To provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the District's curriculum and extra-curricular program.

## Qualifications & Requirements

- Valid Commercial Drivers License, passenger endorsement and a permit to drive a school bus or have the ability to obtain these qualifications through training provided by District 99.
- Good driving record.
- Certification of good health signed by a licensed CDL certified physician.
- Must be 21 years of age.

## Duties & Responsibilities

1. Obey all traffic laws.
2. Observes all other mandatory safety regulations for school buses.
3. Maintains discipline of students on the bus.
4. Observes District Procedures for reporting students with discipline problems.
5. Reports students with discipline problems to the proper authority.
6. Keep the assigned bus clean.
7. Keeps to assigned schedule and routing.
8. Performs daily school bus pre-trip inspections and properly completes pre-trip and post-trip inspection forms as mandated by law.
9. Check the bus before each operation for mechanical defects.
10. Notifies the proper authority in writing of mechanical failure or discrepancies.
11. Discharges students only at authorized stops.
12. Exercises responsible leadership when on out-of-district school trips.
13. Transports only authorized students.
14. Sweeps assigned bus on the days the bus is scheduled for washing.
15. Reports all accidents and completes required reports.
16. Enforces regulations against smoking and eating on the bus.
17. Assists in maintaining a safe and efficient terminal by doing such things as, but not limited to assuring busses are parked and moved in such a manner as to provide the greatest safety and efficient vehicle movement for other drivers and Service Center personnel as possible.
18. Maintains an appropriate gas fill-up schedule to assure maximum vehicle movement efficiency.
19. Demonstrates behavior and interactions that serve as an appropriate role model for students at all times.
20. Responsible for complying with all deadlines regarding permits or license renewal.
21. Rides as bus aide when needed.
22. Assists Dispatchers with other duties as assigned.

## Terms of Employment

- Must be willing to ride the school buses each day school is in attendance.

- Must follow responsibilities closely to ensure the safety of the students.
- Must understand this is an at will position and that bus aides will only be used as needed

Start Date: TBD  
Hours: 1 hour before school and 1 hour after school on student attendance days  
Compensation: Employee's hourly rate

Please apply at [www.cicd99.edu](http://www.cicd99.edu) if you are interested in this position.