

Position Description

Position:	Bus Driver
Purpose:	Provide transportation for students so that students arrive safely and in a timely manner.
Primary Customers:	Internal: Transportation Director, Coordinator, office staff, mechanics and district staff. External: Students, parents and community.
Position Qualifications:	Education/Certification: High school graduate or equivalent required. Must obtain and maintain a valid school bus driver's license and annual training as required. Qualifications: Knowledge school bus and driver safety. Knowledge of district policy. Demonstrated school bus driving skills. Demonstrated verbal skills. Ability to work well with students, district staff and community. Ability to drive safely despite noise, distractions and interruptions while in traffic and within a time frame. Must meet federal requirements re: drug and alcohol usage/testing. Maintain driving record within department and state guidelines.

All positions are designed to support the MISSION of the Eden Prairie School District:
Educating for success in our diverse and changing world.

Essential Responsibilities:

- 1. Operate vehicle safely.** Follow safe driving procedures. Properly adjust mirrors. Insure that all persons are clear of vehicle when moving. Obey all traffic signs and laws. Operate vehicle with respect to driving conditions. Use emergency brakes when necessary. Stay on bus at all times with students. Follow bus evacuation procedures. Assure students are seated safely while vehicle is moving. Operate vehicle in an energy efficient manner. Follow route map and time schedule. Review bus rules with students.
Result: Traffic laws and safe driving procedures are followed. Vehicles are driven with respect to driving conditions, vehicle conditions and student behavior. Route map is followed and passengers are picked up and delivered on time.
- 2. Maintain vehicle.** Perform trip safety checks as required by supervisor and state regulations. Report all maintenance problems to supervisor/mechanic in a timely manner such as, but not limited to, engine noise, low tires and burned out lights. During weekend activities conduct under the hood inspections such as, but not limited to, checking oil. Clean and inspect the bus interior for vandalism and forgotten items. Sweep bus daily. Fuel bus as needed and park with no less than ½ of a full tank. Clean lights and flashers, back window, windshield, brake lights, turn signals and mirrors. Maintain

maps and route sheets and update as needed.

Result: Bus is maintained and is safe to operate. Lights, mirrors, turn signals, windows, brake lights and flashers are clean. Bus interior is clean and any vandalism is reported immediately. Maps and route sheets are updated as needed.

3. **Provide reports and documentation as needed.** Complete documentation accurate timely and in an efficient manner such as, but not limited to, time cards, accident reports, incident reports, mileage reports, work orders, load counts and student conduct reports.

Result: Documentation is accurate and done in a timely manner.

4. **Assist students as needed.** Give special seating assignments. Follow district student behavior/conduct discipline plan.

Result: Students are assisted in a courteous and professional manner. Student discipline policy is complied with.

5. **Assist with other duties as needed.** Attend training programs as required. Attend monthly department meetings. Train students in bus evacuation procedures twice each year.

Result: Additional duties are completed in an efficient manner. Training provides skills necessary for position. Students are trained in bus evacuation procedures and can correctly evacuate bus in the event of an emergency.

Standard Measures of Accomplishment:

1. Students are transported in a timely and safe manner.
2. Bus is maintained and is safe to operate.
3. Vehicles are driven with respect to driving conditions, vehicle conditions and student behavior.
4. Students are trained in bus evacuation procedures and can correctly evacuate bus in the event of an emergency.
5. Student behavior discipline policy is followed.
6. Reports and documentation are current, accurate and completed in a timely manner.

This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform any other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Terms of Employment

Classification Number:

Hours/Week: *

Days/Year: *

- * Hours and days of service are established by the school district and are subject to change according to district need.

Evaluation: A continuous performance improvement process will be developed with the Transportation Director and Coordinator.