

**JOB TITLE:** **SCHOOL BUS DRIVER**

**QUALIFICATIONS:** High school diploma or GED

**REPORTS TO:** Director of Transportation; Principal

**JOB GOAL:** Transports students, teachers, and authorized personnel in a bus for the Lafayette Parish School System

---

**MAJOR DUTIES AND RESPONSIBILITIES**

- Transports only students, teachers, and authorized personnel
- Discharges students only at authorized stops
- Maintains bus in a safe and clean condition
- Reports all accidents and completes required reports immediately
- Becomes familiar with and adheres to applicable policies, statutes, and procedures set forth in State Bulletin 1475, Operational and Vehicle Maintenance Procedures; State Bulletin 1191, School Transportation Handbook; and Lafayette Parish School System Bus Driver and Bus Attendant Handbook
- Maintains student discipline on the bus and reports misbehavior to proper school authorities
- Notifies the proper authority in case of mechanical failure or delays
- Completes all required forms and returns them promptly
- Attends periodic safety meetings and attends a minimum of eight hours in-service training biannually
- Adheres to assigned route and schedule
- Cooperates with other drivers in case of emergency
- Drives regular assigned routes and extra routes during the school day as assigned by the Director of Transportation
- Special Education bus drivers must maintain a daily bus log (attendance record) showing whether students rode the bus each day.
- Contract Bus Drivers must maintain a current student roster of students assigned

to their bus routes.

- Performs other duties as may be assigned by the Director of Transportation or the Coordinators
- Works a minimum of 23 hours per week which includes driving time, dead mileage, pre-trip inspections, up-keep of bus, stand-by time, extra routes, and field trips

## REQUIREMENTS OF WORK

- High school diploma or GED
- Must have valid commercial driver's license (CDL) with passenger endorsement
- Must be 21 years of age or older
- Must have three years or 36,000 miles driving experience without any chargeable major accidents or traffic violations
- Must complete forty hours of pre-service training as outlined in Bulletin 1191
- Must pass the CDL physical examination required for bus drivers
- Must complete a physical examination and a psycho-physical examination prior to each school year
- Must be physically able to assist in lifting and transferring students to seat or to assist in evacuation

## TERMS OF EMPLOYMENT

Pay Grade:                      Bus Drivers' Salary Schedule  
Working Days:                180

---

*The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.*

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED AND AGREED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

## **School Bus Driver**

### **WORKING CONDITIONS**

**The following physical demands/environmental factors are representative. While the general working conditions are not exhaustive, the information is intended to inform all parties. These are not designed to deprive anyone of his/her rights under any state or federal law.**

#### Physical Demands/ Environmental Factors:

Lifting: heavy (50 pounds and over) Carrying: heavy (50 pounds and over)  
Exposure to excessive heat, cold, and humidity  
Pushing  
Reaching above shoulder  
Use of fingers  
Exposure to dust  
Occasional exposure to excessive noise  
Occasional exposure to fumes or smoke  
Walking, intermittent  
Standing, intermittent  
Protracted or irregular hours of work  
Operation of motor vehicle  
Specific visual requirements for driving  
Unusual fatigue factors (long hours of driving on field trips)  
Depth perception  
Ability to distinguish basic colors  
Specific hearing requirements (driving, oral and phone conversations)