

## **JOB DESCRIPTION**

### **JOB TITLE/ASSIGNMENT**

<b><u>JOB TITLE:</u></b>	School Bus Driver
<b><u>REPORTS TO:</u></b>	Director of Transportation
<b><u>REQUIREMENTS:</u></b>	<p>High School Diploma or equivalent required            Class B licensing and school bus permit            Exceptional attendance, punctuality and personnel record.            Flexibility needed            Knowledge of the district's geographic area            Position also requires a degree of confidentiality            Must be able to work effectively with bus drivers, parents, administration, teaching staff, and students            Supportive of District 95 Strategic Plan and Core Values            Supportive of District 95 policies and practices</p>
<b><u>WORK YEAR:</u></b>	10 month, Full Time

### **RESPONSIBILITIES/DUTIES**

#### **ESSENTIAL JOB FUNCTIONS:**

1. Duties include, but are not limited to the safe transportation of students from designated stops to and from school as outlined in the CUSD 95 Driver's Handbook.
2. Reporting to work on time, as it is essential to maintain the route schedule.
3. Operating a school bus in a safe manner with reasonable care in accordance with school district policy, state law, and federal law.
4. Enforcing the discipline and rules of the school district through proper procedures.
5. Having the agility to evacuate a school bus in case of an emergency.
6. Pre-tripping vehicle each day prior to departure.
7. Maintaining the cleanliness of the bus interior through daily sweeping as well as keeping the windows clean and clear.
8. Fueling the vehicle.
9. Report defective bus equipment.
10. Perform basic first aid which includes CPR.
11. All standards of conduct as outlined in the Transportation Code of Conduct will apply while students are on the bus regardless of time and location. It is expected that the vocational driver will enforce the Code of Conduct with verbal instructions and write ups if necessary.
12. Perform other duties assigned by the Director of Transportation.

#### **MINIMUM LEGAL REQUIREMENTS:**

1. Must be at least 21 years of age.
2. Must have had a valid Illinois Driver's License for at least three years immediately prior to application, or obtain driving abstracts from other states of residence for the previous three years.

3. Must provide an abstract driving record covering at least the previous three years, demonstrating a safe driving record. No suspensions, interruptions, or revocations of your driver's license are allowed.
4. Must pass the required physical exam and drug testing.
5. Must complete and pass a criminal background check by fingerprints.
6. Must not suffer from seizures or adjudged to be afflicted with or suffering from any mental disability or disease.

### PHYSICAL REQUIREMENTS

Ability to actively perform work in classroom, office, and other business and community settings. Ability to move freely and perform duties in numerous locations throughout the day (typically involving frequent standing, walking, sitting, bending, and lifting). Exposure to noise and activity of a school setting. Exposure to weather conditions. Ability to travel outside the district for a variety of meetings and conferences.

### TERMS OF EMPLOYMENT

Newly hired employees will be placed on the ESP Salary Scale based on prior work experience that can be verified, that is recent (within the last ten years without an extended break in employment), and in a position of similar responsibilities. Benefits as determined and approved annually by the Board of Education.

### ACKNOWLEDGMENT

THIS JOB DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENTS OF THE POSITION. AS SUCH, IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE JOB MAY REQUIRE OTHER ESSENTIAL AND/OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. DISTRICT RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS JOB DESCRIPTION, NOR BY THE COMPLETION OF ANY REQUIREMENT OF THE JOB BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_