

JOB DESCRIPTION

Title: Bus Drivers

Qualifications:

1. Ability to meet the state requirements for transporting students in 15 or more passenger bus.
2. Ability to pass the annual physical
3. Ability to take 4 hours of bus training each year
4. Possess communication skills both oral and written
5. Possess organizational skills
6. Ability to work with students, staff, and administration
7. Ability to create a schedule
8. Ability to follow a time schedule
9. Ability to drive and maintain discipline on a bus
10. Ability to check bus for safety purposes before using

Report to: Superintendent

Job Summary: Bus drives schedules and maintains a timely schedule. Supervises discipline, checks the safety of bus, keeps the bus clean and drives the bus in a safe and caring manner.

Essential Functions

Performs regular bus route schedule. This includes selection of route, time notification to students/parents, maintaining discipline and report of inappropriate behavior, bus cleanliness-both inside and out, and judgment while driving.

Performs safety check of vehicle before transporting students. Is responsible for filling out work slip or reporting needed repair to the superintendent and not use the bus if bus does not meet safety requirements.

Maintains discipline on bus. Follows the procedure for disciplining students and documents the disciplinary action.

Completes 4 hours of training each year for bus safety.

Notifies supervisor if unable to work.

Will be on the random selection for Drug and Alcohol testing.

Stormy weather will be available for early dismissal.

Follows the school regulation for maintaining discipline on the bus.

Physical requirements: Walking, talking, driving, seeing/observing, hearing/listening, repetitive motions, sitting, eye/hand coordination. lifting, writing.