



This template provides the major categories that you should include in your job descriptions along with an explanation of what to include in each category.

Job title	<i>Bus Driver</i>
Exempt	<i>Non-exempt</i>
Salary	<i>Per Classified Policy – Transportation</i>
Location	<i>Service Center</i>
Reports to	<i>Director of Transportation</i>

Job purpose

Drives school busses and other school vehicles to transport students, faculty, and administrative staff by performing the following duties:

Duties and responsibilities

Other duties may be assigned.

- Be certified to run a bus route or extracurricular trip.
- Assist the transportation department in safely transporting students.
- Assist the transportation department to solve problems involving the safe transportation of students.
- Assist the other school staff to solve problems of the shop area.
- Possess a general knowledge regarding operation of a bus.
- Perform required bus inspection on a daily basis. Participate in a continuous training program to update skills.
- Document behavioral concerns regarding students while under driver's supervision.
- Maintain other mechanical records as requested by transportation director.

Qualifications

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications include:

- Education
High school diploma or general education degree (GED); completed school bus driver training.
- Specialized knowledge
- Skills

- **Language and Mathematical Skills:**
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to supervisor and other employees of the organization.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- **Abilities**
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Other Skills**

Must possess a working knowledge of bus operations and safety functions used in school buses. Employee must maintain a positive relationship with other staff, parents, and students.
- **Professional Certification**
Must hold a valid Indiana driver's license – CDL “Class B” with an Indiana State School Bus Endorsement.
- **Experience**

Working conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to vibration. The employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to fumes or airborne particles.

The noise level in the work environment is usually loud and is sufficient to cause marked distractions.

There are no environmental hazards indicated for this position.

Physical requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk and hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and

climb or balance. The employee is occasionally required to sit; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must be able to lift 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Specifically, the important aspect of vision are:

- a. Acuity, far – Clarity of vision at 20 feet or more.
- b. Acuity, near – Clarity of vision at 20 inches or less.
- c. Depth Perception – Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.
- d. Field of Vision – Area that can be seen up and down or to right or left while eyes are fixed on a given point.
- e. Accommodation – Adjustment of lens of eye to bring an object into sharp focus. This item is especially important when doing near-point work at varying distances from eye.
- f. Color Vision – Ability to identify and distinguish colors.

Driver must pass a D.O.T. physical every two (2) years.

Direct reports

No direct reports.

Approved by:	
Date approved:	
Reviewed:	06-2017

Revised 06/2017