

## **Sheepscoot Valley Regional School Unit 12**

### **HEAD BUS DRIVER – JOB DESCRIPTION**

#### **REQUIRED QUALIFICATIONS:**

1. High School diploma or GED Preferred
2. State of Maine Bus Driver's License.
3. Demonstrated competence in driving a bus.
4. Pass a physical exam and drug test.

#### **DESIRED QUALIFICATIONS:**

1. Prior school bus driving experience.
2. Ability to work independently and as a member of a team.
3. Ability to schedule and assign daily and extra/co-curricular routes and trips.
4. Ability to maintain effective and appropriate relationships with students, parents and all school department staff.

**REPORTS TO:** Director of Building/Grounds and Transportation and/or  
Principal/designee

**JOB GOAL:** To provide efficient and safe transportation for all students.  
To implement and maintain the effective operations of the schools  
transportation needs.

#### **PROFESSIONAL RESPONSIBILITIES:**

1. Hearing adequate to understand students speaking to driver on a moving and loaded bus;
2. Ability to communicate clearly and concisely both orally and in writing;
3. Ability to read and understand maps;
4. Ability to use a radio for communication;
5. Ability to apply common sense in carrying out detailed written or oral instructions;
6. Provide input on hazardous road conditions;
7. Meet training and certification requirements as established in Maine law;
8. Willingness to establish and maintain limits on student behavior;
9. General competence accessing and using information online or in a database; and
10. Compliance with random drug testing.
11. Drive assigned bus route (typically 2 hours morning and 2 hours afternoon);
12. Complete all daily pre-trip inspections as required;
13. Comply with all traffic laws and ordinances;
14. Comply with all applicable district regulations, school department policies, and laws;
15. Complete administrative and other duties as agreed to in employment contract;
16. Have general awareness of all student discipline policies and procedures;
17. Enforce student discipline policies and procedures in collaboration with transportation director and building principals;
18. Follow assigned bus route and meet scheduling demands;

19. Promptly notify the transportation director or his/her designee of any mechanical failures or performance issues (bus or van);
20. Commitment to student safety;
21. Oversee the routine cleaning of the inside and outside of each bus;
22. Report any accident and complete required reports;

**CLERICAL:**

1. Maintains timely and accurate records of regular bus routes and trips,
2. Completes and retains any and all required reports; ie student discipline, accident reports, safety reports.

**LEGAL AND ETHICAL DUTIES:**

1. Maintains confidentiality about all aspects of student educational and personal life.
2. Demonstrates a respect for the legal and human rights of students, staff, parents, School Board, and other community members.
3. Follows health and safety procedures established by the School Department.
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage needs.
5. Demonstrates dependability, integrity, and other ethical standards.

**ESSENTIAL FUNCTIONS:**

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal, written or demonstrated instructions.
2. Physical ability to perform all necessary duties and responsibilities.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

**TERMS OF EMPLOYMENT:** As specified by contract and clarified by individual letters of employment

**EVALUATION:** Performance of this job will be evaluated in accordance with the responsibilities listed in this document.

(Adopted Revision by SVRSU Board April 13, 2017)