

Sheepscot Valley Regional School Unit 12

BUS/VAN DRIVER – JOB DESCRIPTION

REQUIRED QUALIFICATIONS:

1. High School diploma, GED or willingness to complete a high school diploma
2. School bus drivers: State of Maine Bus Driver's License.
School van drivers: State of Maine class C license.
3. Demonstrated competence in driving a bus/van.
4. Pass a physical exam and drug test.

DESIRED QUALIFICATIONS:

1. Prior school bus/van driving experience.
2. Ability to work independently and as a member of a team.
3. Ability to maintain effective and appropriate relationships with students, parents and all RSU staff.

REPORTS TO: Director of Facilities/Transportation and/or designee

JOB GOAL: To provide efficient and safe transportation for all students.

PROFESSIONAL RESPONSIBILITIES:

1. Ability to communicate clearly and concisely;
2. Ability to understand and follow maps;
3. Ability to use a radio for communication;
4. Ability to carry out detailed written or oral instructions;
5. Meet training and certification requirements as established in State of Maine law and RSU policy;
6. Ability to manage and maintain appropriate student behavior and decorum;
7. Record and report violations of bus rules to appropriate administrator.
8. Compliance with random drug testing.
9. Drive assigned bus route and meet scheduling demands;
10. Complete all daily pre and post-trip inspections as required;
11. Comply with all traffic laws and ordinances;
12. Comply with all applicable RSU regulations and policies;
13. Promptly notify the transportation director or his/her designee of any mechanical failures or performance issues with the vehicle;
14. Responsible for the routine cleaning of the inside and outside of assigned bus/van;
15. Report any accident and complete required reports;
16. Performs such other related duties and responsibilities as may be assigned by the Facilities/Transportation Director.

CLERICAL:

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

LEGAL AND ETHICAL DUTIES:

1. Shows personal commitment to safety and follows health and safety procedures established by the RSU.
2. Maintains confidentiality about all aspects of student educational and personal life.
3. Demonstrates a respect for the legal and human rights of students, staff, parents, School Board, and other community members.
4. Follows health and safety procedures established by the School Department.
5. Arrives and departs punctually, notifying appropriate personnel about absences and coverage needs.
6. 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 by SVRSU Board April 12, 2012)