

**Bus Driver****Supervisor: Principal****Direct Report: Facilities Coordinator****Qualifications:**

1. High school diploma or equivalent preferred
2. Valid SC Driver's License for a minimum of six months
3. Four (4) or less points against current S.C. driver's license
4. Four (4) or less points in previous twelve (12) months
5. Successfully Alcohol and Drug Testing
6. Successfully pass Physical
7. Successful completion of the written and driving portions of the SC School Bus Training course and CDL program
8. Available for regular work schedule

**Responsibilities:**

1. To transport students to and from school and school events in a safe manner.
2. Supervise and assist passengers (including disabled) to get on and off the bus
3. Perform pre-trip inspections daily
4. Discharge passengers at authorized stops only
5. Maintain rules governing passenger conduct on bus
6. Collect and submit personal items left on bus to bus office
7. Complete and maintain accurate and timely records and reports, i.e. time sheets, mechanical reports, route descriptions, seating charts, etc.
8. Attend scheduled in-service training
9. Adhere to regular service schedule for bus
10. Clean bus, i.e. sweeping, washing front and back windows, etc.
11. Maintain positive communication with school personnel, parents, students
12. Dress appropriately
13. Perform other duties as assigned
14. Pick up and drop off to the repair shop as needed.