

Meeker School District Re-1

Job Description

Title: Bus Driver
Department(s): Transportation
Reports to: Transportation Director
Work Year: Part-time



Job Summary:

The Bus Driver is responsible for all duties associated with transporting students in a safe and timely manner.

Summary of essential job function:

1. Perform and record pre/post trip safety inspections.
2. Bus must be kept clean inside.
3. Pre-trip yourself. Be ready and alert to drive.
4. Adhere to all speed limits and traffic laws, and allow for weather conditions to establish safe speeds. Must adhere to 15 mph on all school property.
5. Maintain discipline with students and follow established student discipline procedures. Be firm, friendly and fair.
6. Must have CDL with proper endorsements, DOT Medical Card and First Aid Card with you at all times.
7. Keep route maps with authorized stops and student names, addresses, phone numbers and school attended. Route changes should be approved and corrected on a timely basis.
8. Report in writing, any unsafe bus condition to proper garage personnel.
9. Be on time on routes or trips and perform evacuation drills as directed.
10. Record and submit all required paperwork per timetable. File an incident report following each incident. Record mileage.
11. Drivers are required to participate in Drug and Alcohol testing program. Drivers shall not smoke, or use tobacco products, in or around any transportation department vehicle or on school property.
12. Shall be required to attend in-service training. Shall be neatly dressed and adhere to dress code standard.
13. Follow policies, procedures and rules governing all areas of transportation and personnel department. Refer to the School Bus, Multifunction Bus, and Motor Coach Bus Operator Guide
14. Operate two-way radio in acceptable manner and perform other duties related to transporting students as assigned.
15. All Transportation personnel will work toward a team-building concept and solve problems together. Employees will establish and maintain a high level of public relations by being cheerful, helpful and courteous at all times.

Qualifications and Experience:

- High School Diploma or equivalent.
- Must hold all required and have training as required by the Department of Transportation, CDE and local Board of Education.
- Must pass and hold a current DOT physical exam.
- Must be at least 21 years of age, have a satisfactory driving record as determined by Board policy and be acceptable to insurance carrier.
- Must be able to perform all duties of the job.
- Must pass driving performance test as part of the pre-service training within 90 days of employment and annually thereafter. Driving performance test will include pre-trip inspections. Must pass required written tests and receive First Aid/CPR certificate every two years.
- Drivers will be provided with a pre-service training program and district will maintain files of all records regarding training.
- School District Administration has the right to hire bus drivers through an interview process and upon Board approval.

Clearances:

- Criminal Justice Fingerprint/Background Check.
- Motor Vehicle background check

Physical Demands:

- This job requires being able to safely lift 90 pounds without any physical limitations on a daily basis.

Work Environment:

- The noise level in the work environment is usually moderate.
- Handles and maintains composure during high stress tasks.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as assigned by the Superintendent.