



Prairie Central CUSD #8

Job Descriptions for Bus Driver

Official Supervisor

Superintendent or Director of Transportation

Job Summary

A bus driver provides safe and efficient transportation so that students may enjoy the fullest possible advantage of the district's curricular and co-curricular programs.

Qualifications

High school diploma, or equivalent, preferred

Current, properly classified school bus driver's license

Skills

Operates a school bus safely and efficiently

Communicates effectively with students and parents

Maintains student discipline on a school bus

Length of Employment

180 days per year; runs/routes per day as determined by supervisor or director of transportation.

Evaluation

By superintendent or transportation director, based on "Job Functions"

Job Functions

A. Punctuality

1. Performs duties and assignments in a punctual fashion according to the given schedule
2. Adheres to established laws, policies, rules, regulations, and collective bargaining agreements regarding punctuality
3. Submits time sheets and other required paperwork in a timely manner

B. Safe driving performance

1. Provides safe transportation to and from school and school activities.
2. Observes all safety regulations and keeps the safety and well-being of students as top priority
3. Obeyes all traffic laws and maintains a safe driving record
4. Has knowledge of students' medical concerns and medical plans of action

C. Monitoring Bus/Vehicle Conditions

1. Checks condition of the bus/vehicle before a trip

2. Reports standard maintenance needs and mechanical failures to the transportation director
 3. Keeps bus/vehicle clean and properly fueled
- D. General Procedures
1. Transports only authorized students
 2. Discharges students only at authorized stops
 3. Maintains discipline and reports any discipline problems to the appropriate administrator
 4. Enforces established bus rules (e.g. the bringing of food and beverages aboard) consistently
 5. Applies "Job Functions" while driving out-of-district school trips
 6. Attends all in-service meetings on selected topics
 7. Is acquainted with all new rulings and laws governing pupil transportation as they relate to the bus driver
 8. Immediately reports all bus accidents (no matter how minor), traffic violations, and citations to the superintendent of transportation director
- E. Communication and Cooperation
1. Communicates and cooperates with all levels of school staff, students, and parents regarding the transportation of students
 2. Uses sound judgment when dealing with students on the bus
 3. Is a positive role model for students, has a neat appearance, and uses proper language near students
 4. Demonstrates interest, enthusiasm, and a positive attitude toward work