

## BUS DRIVER JOB DESCRIPTION

Your job as a bus driver for the Tioga Public Schools is an important service of our school system. The School Board has set up the following rules and regulations for drivers to follow. They are designed to help you in your position as a driver and to protect students and equipment. It is your responsibility to follow them. You will receive two copies – keep one in your bus at all times. The immediate supervisor is the bus coordinator/superintendent.

### Responsibilities:

1. Bus drivers and substitutes must be qualified school bus drivers, ALL of the following requirements MUST BE MET:
  - a. Have a valid Class C driver's license with the proper endorsements. When required or requested, pass a driving test given by the State Highway Patrol.
  - b. Each bus driver is required to have a physical examination. The Tioga Clinic has forms for this purpose; the school district will pay the fee. Make an appointment. This is to be done prior to your first bus trip.
  - c. If requested or required, pass a written driver's test given by the superintendent or county superintendent of schools.
  - d. **Attend the county bus drivers' workshop held each year/training held on site.**
2. Bus drivers need to furnish the superintendent with the name of a qualified person to act as a substitute. Please notify the superintendent when a substitute is driving your bus.
3. Employees must work the hours you are employed to do unless you discuss any changes with the superintendent or building principal.
4. Bus drivers must punch clock in or complete time cards for each day worked. Those drivers leaving from home are to write times in and have them signed by the business manager, principal, or superintendent. Auditors mandate this as an accountability measure. Turn in time cards to the bus manager, one of the secretaries, the business manager, or the superintendent.
5. Read instructions on the use of the fire extinguisher in your bus. Be sure that it is properly filled.
6. Keep windshield clean at all times.
7. Keep tires properly inflated.
8. Check lights each time you fill gas.
9. Sweep bus to prevent accumulation of trash and wash floor when needed.
10. Be sure rear windows and doors are clean.
11. Keep the gas tank full; fill it every day, if necessary.
12. See that repairs on the bus are made immediately. Check with the superintendent before taking it to one of the local garages.
13. Sign all gas slips and work orders. Be sure to write the bus number is on these slips.
14. Drive off Highway #2 and #40 to pick up children whenever possible. Do not back out into highways. Be sure to come to a full stop at all intersections.
15. Conduct two emergency fire drills during the school year.
16. Do not allow a student or any other unauthorized person to drive your bus.
17. You may assign seats to your passengers. Be sure students sit in their assigned seat. Make a chart; leave it in your bus for your substitute and drop off a copy at the office.
18. Do not start nor stop while children are standing. Be sure children are clear of the bus before starting. Educate students to stay safe.
19. Come to a complete stop before crossing a railroad crossing; open your door before proceeding.
20. Park parallel to the curbs at all schools.
21. Let children off at the schools only; do not stop in the downtown areas, except at the railroad crossings. The district picks up students at Power Fuels apartment due to safety.
22. Misconduct on the buses can result in serious injury to students. Report any misconduct to the superintendent or principal of the school involved immediately.

23. If someone is not picked up because of blocked roads, report this to the office upon reaching the school.
24. Treat parents with courtesy. If make small changes can be made to be more accommodating without interrupting or delaying your trip, do so; it is good public relations.
25. The office must have a complete list of students riding your bus. Report any additions or deletions on your bus route.
26. Two-way radios will be used for emergency purposes. Please keep them on, especially in winter weather. If you are not sure the radio is working, call into the office station to make a check. There will be someone in the office by 7:30 AM. During winter weather, contact the office when the route is completed and in town safely.
27. Keep the doors and windows closed when the buses are not in use. Leave the bus through the rear door.
28. Do not use the engine of the bus as a brake.
29. An allowance of \$175.00 for the use of the headbolt heater will be paid. Please use it in cold weather to protect the bus.
30. When driving for extra-curricular activities and using a school credit card, be sure to write on the slip the purpose of the trip. For example, "band", "basketball", "5<sup>th</sup> grade field trip", etc.
31. In order to comply with the Fair Labor Standards Act, bus drivers' rates of pay will be hourly based. **Time cards must be kept.** The superintendent, in consultation with the driver, shall determine the approximate number of hours worked per day.
32. The total number of driving days is 175. Drivers are paid for 182.
33. Pay will be deducted any day the bus does not operate because of the driver's absence. Bus drivers are granted one day of personal leave per year and one day of sick leave per month, cumulative to 50 days; the school district will pay for the substitute on those days. **Fill out a Report of Absence form when taking personal or sick leave and turn it into the bus manager, business manager, secretaries, building principal, or superintendent.**
34. Bus drivers are paid twice each month on the 10<sup>th</sup> day and the 25<sup>th</sup> day of the month.
35. **Do not deliver students to the first school stop prior to 8:05 AM.**
36. Take initiative and pride in daily work.
37. Maintain a friendly, positive, respectful demeanor with students, staff, and parents.

**End of Tioga PSD #15 Board Regulation DD-BR8.....Reviewed/Revised: 09/25/2017**