

## **Bus Driver Job Description**

**Purpose:** The Bus Driver provides clean, safe, and reliable transportation to ensure students enjoy the full advantage of district programs and activities. To accomplish these tasks the Bus Driver must work closely with the staff and administration of the district.

**Responsible to:** Director of Transportation

**Payment rate:** Salary based on Transportation Pay Schedule

### **Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the central office (after employment offer is made). Complete state-required physical examination for bus drivers (after employment offer is made).
3. Valid Kansas DL or CDL that meets the requirements for the type of vehicle being driven.
4. Meet all state requirements for bus drivers, including defensive driving, CPR, and first aid certification.
5. At least one year experience in driving some type of motor vehicle (which may be a private automobile), including experience throughout each of the four seasons.
6. Successfully complete behind-the-wheel training.
7. Desire to continue career improvement by enhanced skills and job performance.

### **Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting.
2. Requires turning, and reaching.
3. Requires driving skills, including ability to operate vehicle at night.
4. Must work indoors and outdoors during the school year.

5. Must work in noisy, crowded, stressful environments, with numerous interruptions.
6. Must work in and around dust, fumes, and odors.

**All Employees are expected to:**

1. Support and work to implement the vision and mission of the district.
2. Observe and follow school district policies and ensure their activities conform to district guidelines.
3. Communicate and work effectively and cooperatively with members of the school district and the community.
4. React to change and frequent interruptions in a productive and positive manner.

**Responsibilities:**

1. Implement and follow all Kansas school transportation regulations.
2. Ability to provide clean, safe, and reliable transportation to ensure students benefit from district programs and activities.
3. Implement all mandatory safety regulations for school buses.
4. Maintain discipline when students are on the bus.
5. Report those students who do not obey rules to the proper authority.
6. Keep assigned bus clean.
7. Keep to assigned schedule.
8. Check bus before each operation for mechanical defects.
9. Notify the proper authority in case of mechanical failure or lateness.
10. Discharge students only at authorized stops.
11. Exercise responsible leadership and good judgment when on out-of-district school trips.

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12. Transport only authorized students.
13. Report all accidents and complete required reports.
14. Enforce regulations against smoking and eating on the bus.
15. Respond to information requests in a cooperative, courteous, and timely manner.
16. Implement and follow all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
17. Perform such other duties as assigned from time to time.

**Term of Employment:** At will.

**Evaluation:** Performance effectiveness will be evaluated in accordance with Board of Education Policy.

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Board President

**Reviewed and agreed to by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Employee