



## JOB DESCRIPTION – BUS DRIVERS

Max Public Schools

PO Box 297 - Max, ND 58759

### A. BUS DRIVER

#### 1. Qualifications –

- a. Must be 21 years of age
- b. Must have the appropriate North Dakota Driver's License required for driving a school bus
- c. Must be physically able to operate a school bus, evidence of this will be a completed bus driver's physical signed by a physician.
- d. Demonstrated aptitude or competence for assigned responsibilities
- e. Other characteristics as the Board may deem appropriate and acceptable

#### 2. Reports to – Superintendent/Director of Transportation

#### 3. Job Goal – To provide safe and efficient transportation so that students may enjoy the fullest possible advantage of the School District's curriculum and extra-curricular programs.

#### 4. Job Duties – The following are essential responsibilities for the position:

- a. To exercise all proper care in protecting children from injury and exposure, and to maintain order among the children at all times when they are being transported.
- b. To allow the students to enter and exit the bus only at such place as designated by the Superintendent/Director of Transportation.
- c. To report all cases of disobedience, improper conduct and speech, and cases of tardiness.
- d. To observe all mandatory safety regulations for school buses.
- e. To use no profane or indecent language while on the job and to tolerate none from students.
- f. To abstain from using tobacco when driving the bus and to allow no child to use tobacco in any form.
- g. The driver must not be addicted to the use of alcohol or narcotics. While on duty, there shall be no evidence of the use of alcohol detectable.
- h. To make such daily and weekly reports to the Superintendent/Director of Transportation as shall be required by the Department of Public Instruction or School District.
- i. To participate in training and/or safety meetings approved by the Department of Public Instruction or the School District.
- j. To make inspections of the bus before each operation for mechanical defects and to have the bus at the place and time designated for inspection as specified by the North Dakota Highway Patrol.
- k. To make no changes in routes except when directed by the Superintendent/Director of Transportation.
- l. To carry out the provisions of this job description on a daily basis. The Superintendent/Director of Transportation will give the driver due notice of vacations, holidays, and weather or road conditions when the bus need not be driven.
- m. To file with the Superintendent a copy of the report of physical examination before beginning to transport children with a school bus.
- n. To report any traffic violation to the Superintendent.
- o. Be sure your bus is kept in good running condition at all times. Make a daily check of the tires, oil, gas, and lights. Check other items frequently (at a minimum weekly). During cold weather, be sure to keep the bus plugged in.
- p. Do not leave students unattended on the bus at any time.
- q. Keep the bus clean - making a daily survey of the seating areas, sweeping the aisles, washing windows for clear visibility, and reporting and repairing any damage immediately.
- r. For those drivers that carry handicapped students, special care must be taken to see that they get on and off the bus safely. Be sure that they get into their schools and homes safely.
- s. If at any time your bus is unable to make its scheduled run, ***you are responsible for contacting the parents*** to let the parents know. If possible, alert another driver to pick up or deliver at least part of your students.

- t. It is your responsibility to maintain proper discipline on your bus. *If students misbehave, contact their parents and the Principal with the facts so that proper steps can be followed.*
  - u. Be sure to keep accurate records of mileage and gas usage, noting information on weekly logs. Note repairs made on your weekly log. *When taking the bus in for repairs, call ahead to make the appointment and take a purchase order with you.*
  - v. *Do not load students at any place other than their homes without a bus pass from the Office.*
  - w. Buses are to arrive at school approximately 8:00 AM. Be at the school, lined up ready to leave at 3:10 PM.
  - x. Exercise responsible leadership when on out-of-district trips. You are still the boss on the bus, report student behavior concerns to the coach or advisor.
  - y. It is your responsibility to comply with all motor vehicle laws and to keep your bus under complete control at all times. Remember that wherever you drive, you are advertising yourself and our school.
  - z. Drive cautiously, safely, and courteously at all times.
  - aa. Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of teachers.
  - bb. Maintain positive relationships with school staff, students, and parents.
  - cc. Present a positive image of the school to the public
- 5. Terms of Employment** – Salary and work schedule will be established by the Board.
- 6. Evaluation** – Performance will be evaluated by the Superintendent/ Director of Transportation.