

*Mission: R.S.U. No. 67 strives to provide a safe, caring, supportive educational environment which empowers all individuals to fulfill their unique potential as lifelong learners and to become responsible, contributing citizens in an ever-changing global society.*

**R.S.U. No. 67**  
**Chester, Lincoln, Mattawamkeag**  
**Job Description**

**Title:** Bus Driver

**Qualifications:**

- Proper driver's license from the State of Maine in order to transport learners to and from school.

**Reports to:** Transportation Scheduler and Director of Transportation

**Job Goal:** To provide safe and efficient transportation to all learners and to represent RSU No. 67 in a professional manner during daily transportation activities.

**Responsibilities:**

- Operate vehicles according to all laws and regulations;
- Maintain discipline of learners in a positive manner;
- Complete required records and reports;
- Implement any new regulations or directives that are given;
- Stop at designated bus stops;
- Drive safely and courteously;
- Treat learners respectfully;
- Report any and all mechanical failures to the bus garage mechanic;
- Communicate and interact professionally with co-workers, learners, parents, coaches, teachers, and community;
- Accept accountability for decisions, actions, and statements;
- Keep bus clean inside and outside;
- Sweep bus after each morning run, and after each trip;
- Perform job requirements with minimum amount of supervision and make sound decisions in adverse situations;
- Educate learners on bus safety on a continual basis;
- Arrive on time for all bus trips;
- Complete all required paperwork in a timely manner, (time cards, trip sheets etc.);
- Keep a neat and clean appearance;
- Perform daily inspections of the bus;
- Attend all required workshops and conferences;
- Exhibit non-offensive habits;
- Perform jobs consistently and effectively;
- Must be dependable and trustworthy;
- Exhibit cooperation;

- Understand job requirements;
- Perform job related functions, as deemed necessary and appropriate to fulfill the job;
- Submit to random drug and alcohol testing, as required by laws and regulations; and
- Complete all required training.

**Work Schedule:** 175 days per year

**Evaluation:** Evaluations will be completed annually by the transportation supervisor in conjunction with the director of transportation in accordance with the current, collective bargaining agreement.

Adopted: November 7, 2007

Revised: March 18, 2015