

## **Bus Driver**

### *Marshall Public School District Job Description*

**Position Title:** Permanent sub – Bus Driver

**Department:** Transportation

**Reports To:** Director of Transportation

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**SUMMARY:** Accompany and supervise children on the bus as they ride to and from school.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *(Other duties may be assigned as needed)*

- Assumes personal responsibility for obeying all traffic laws and for compliance with the regulations of the Department of Public Safety governing the operation of school buses.
- Assumes major responsibility for the safety of children on the bus conforming to safety regulations.
- Conducts a daily safety check of the bus. Cleans bus daily and washes at least monthly.
- Reports damages to the interior of the bus to the appropriate personnel.
- Assumes responsibility for sanitary condition of bus. Cleans bus daily and washes at least once monthly.
- Maintains discipline when students are on the bus. Reports behavior problems and student damage to the bus to the appropriate principal.
- Follows assigned schedule, arriving at school with students no earlier than necessary and discharging students only at authorized stops.
- Notifies the proper authority in case of mechanical failure or lateness.
- Exercises responsible leadership when on out-of-district school trips.
- Transports only authorized students.
- Reports all accidents and completes required reports.
- Enforces regulations against tobacco use and eating on the bus.
- Performs other duties as requested by the Transportation Director

**SUPERVISORY RESPONSIBILITIES:** Supervise children getting on and off the bus as well as while in transit.

**QUALIFICATIONS:**

- At least 21 years of age.
- Possess a valid Class B, CDL Missouri driver's license with School bus endorsement
- Physical examination by a licensed Doctor of Medicine within 60 days prior to the date of employment.
- Minimum of two years' driving experience.
- No addiction to the use of alcohol or narcotic drugs.

**EDUCATION and/or EXPERIENCE:** Must be a high school graduate.

**CERTIFICATES, LICENSES, REGISTRATIONS:** CPR and first aid certification is mandatory and will be provided by employer.

**TERMS OF EMPLOYMENT:** Nine Month Year (180 days), Salary in accordance with board policy and contract.

**EVALUATION:** Performance of this job will be evaluated annually by Director of Transportation, or Superintendent.

