

Job Description

BOARD OF EDUCATION DENVILLE

TITLE: BUS DRIVER

QUALIFICATIONS:

- 1. Valid Commercial Driver's License**
- 2. Minimum safe driving experience as determined by the board**
- 3. Sufficient mechanical aptitude to diagnose minor problems and make appropriate repairs**
- 4. Ability to maintain passenger discipline to ensure their safety and well-being and protect against vandalism**
- 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status**

REPORTS TO: Transportation Coordinator

JOB GOAL: To transport pupils in a safe and efficient manner and perform all activities related to the operation of the school bus.

PERFORMANCE RESPONSIBILITIES:

- 1. Conducts a pre-trip safety inspection of the bus prior to every trip and completes the School Bus Condition Report.**
- 2. Notifies transportation coordinator of any mechanical malfunctions and/or safety hazards.**
- 3. Adheres to established routes, designated bus stops and keeps to assigned time schedule.**
- 4. Transports only authorized pupils and ensures that all students have left the bus at the end of the route.**
- 5. Obeys all traffic laws and observes mandatory school bus safety regulations.**
- 6. Reports all accidents and pupil injuries immediately to the principal and the transportation coordinator, and school business administrator and completes required reports.**

- 7. Participates in emergency evacuation drills in accordance with administrative code and board policy, and instructs passengers regarding safety regulations and other bus rules.**
- 8. Performs interior bus cleaning duties daily, cleans windows as needed.**
- 9. Performs related duties as assigned.**

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the board of education and the DSSA Contract

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of noncertified staff.

APPROVED: June 1, 2009

Revised: August 18, 2014