

Job Title:	BUS DRIVER
Department:	Transportation
Reports to:	Director of Transportation, Assistant Superintendent
Classification:	Non-exempt / Support Staff
Employment:	9 months / At-will
Evaluation:	Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of support staff personnel.

SUMMARY

Operates a school bus transporting students to/from assigned education centers; manages passenger behavior and maintains safe operation of the assigned bus.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Performs pre-trip safety inspections prior to transporting students and post-trip procedure to ensure that no children remain on the bus.
2. Inspects bus for cleanliness, condition of windows, seats, and door operation.
3. Adjusts driver's seat, mirrors, and safety belt.
4. Departs assigned parking area in adequate time to arrive at first stop as indicated on route sheet. First stop may be considered a route pick-up or a school site pick-up.
5. Completes all scheduled routes on schedule as safety allows, and returns vehicle to assigned parking.
6. Cleans bus at end of each day or as needed and otherwise as required.
7. Completes periodic student count sheets, mileage trip sheets, absentee reports, time sheets, and other reports as requested.
8. Reports any malfunction and/or unsafe operating condition of vehicle to bus mechanic.
9. Recommends for administrative consideration, any route changes deemed appropriate for greater safety and/or route efficiency.
10. Reports discipline problems to the responsible principal on forms provided.
11. Fulfills driver responsibilities, is punctual, reliable, and is in attendance on a daily schedule.
12. Attends required in-services training.
13. Conducts emergency evacuation drills as required.
14. Maintains cordial relations with parents, administrators, other employees and the general public.
15. Presents professional appearance.
16. **Special Education Lift Bus Only:** Operates wheelchair lift and secures door on lift during transport.
17. **Special Education Lift Bus Only:** Performs necessary tie downs for wheelchairs and seat security devises for students.
18. Maintains confidential nature of all school-related matters.
19. Performs other tasks and assumes other responsibilities as assigned by the supervisor or Superintendent.

SUPERVISORY DUTIES

Supervise students at all times while transporting them.

QUALIFICATIONS

Background Checks

Clearance on all background checks required by law that is satisfactory to the Administration.

Education/Experience

Must be 21 years of age or older; and other such qualifications as the board of education may find appropriate and acceptable.

Certificates, Licenses, Registrations

Must hold a valid Missouri CDL and School Bus Permit certification with passenger vehicle (P) endorsement.

SKILLS AND ABILITIES

Language

Ability to read and write simple sentences in English, read and understand maps and possess basic writing skills sufficient to complete pre and post trip reports and student discipline referrals

Computation

Ability to add, subtract, multiply and divide and to do so using units of American weight, volume and distance measurement

Reasoning

Ability to understand and follow Board policies, administrative procedures and training and handbook materials

Additional Skills and Abilities

Ability to interact in a friendly manner with co-workers, parents and students

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Requirements

The individual who holds this position must:

Sit for long periods of time

Occasionally walk and stand

Frequently bend and twist the torso and neck

Frequently use repetitive arm, wrist and hand movements

Occasionally lift up to 75 pounds

Use close, distance and peripheral vision as well as depth perception

Hours / Attendance / Travel

Consistent and regular attendance is an essential duty of this position.

Monday through Friday; Beginning and ending time set by supervisor.

May accept extra duty trips during days, evenings, or weekends.

CONDITIONS AND ENVIRONMENT

The work conditions and environment described here are representative of those that an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The individual who holds this position must:

Frequently work in temperatures below 32 degrees and above 100 degrees Fahrenheit.

Occasionally work in rain, sleet and ice and drive on slippery conditions

Often work in an area with a high noise level including engine noise and the sound of many children speaking; a raised voice may be necessary

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