

# H

## Hickman Community Charter District

### **JOB DESCRIPTION**

#### **Bus Driver**

### **QUALIFICATIONS:**

1. High school diploma or equivalent
2. Necessary certification and licensing to operate a school bus.
3. Must carry the appropriate medical certification.

### **Reports to:**

Superintendent and /or Business Manager

### **JOB GOAL:**

To provide a safe and pleasant environment in which to transport children/adults to and from school and on school related field activities.

### **PERFORMANCE RESPONSIBILITIES:**

1. Transports students to and from school and when assigned, on school related activities.
2. Reports any obvious dangers or areas that might compromise student safety.
3. Disciplines students as needed to maintain safety during transport of students.
4. Maintains proper certification/licensing and training to operate a school bus.
5. Reports any and all accidents to the proper law enforcement agencies and superintendent.
6. Conduct yearly bus evacuations for the school.
7. Provides necessary data for transportation reports.
8. Complies with all state-mandated regulations.
9. Keep windshield /windows clean and floors picked up and swept daily
10. Report any bus operational/mechanical issues to Transportation Coordinator.
11. Report any scheduling changes or absences to the Transportation Coordinator.
12. Performs other related duties as required
13. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of all employees.

### **WORK YEAR**

181 Days per year with 11 paid holidays totaling 192 days

Hours per day varies.

Paid in column H of Classified Salary Schedule

Sick leave: 10 days per year.

### **EVALUATION:**

Performance of this position will be evaluated annually.

Revised 10/12/17