

**NAME:**

**TITLE:** Bus Driver

**QUALIFICATIONS:**

1. High School Diploma.
2. Good Driving Record
3. No Alcohol Driving Offenses
4. Must be able to follow and interpret oral and written instructions.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Director of Operations

**JOB GOAL:** Under the direct supervision of the Director of Operations performs work as directed.

**TERMS OF EMPLOYMENT:** Days and hours to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel and the Master Contract.

**PERFORMANCE RESPONSIBILITIES:**

<i>Meets</i>	<i>Needs</i>
<u>Expectations</u>	<u>Emphasis</u>

- |       |       |   |
|-------|-------|---|
| _____ | _____ | 1. Transports students from their homes to one of four Lewis Central schools.     |
| _____ | _____ | 2. Supervises students while loading, unloading and transporting.                 |
| _____ | _____ | 3. Completes daily pre-trip inspection and of mechanic's work sheet.              |
| _____ | _____ | 4. Sweeps out inside of buses daily.  |
| _____ | _____ | 5. Makes sure all warning lights are clean and free of dust.                      |
| _____ | _____ | 6. Fuels bus daily.   |
| _____ | _____ | 7. Assists Operations Director when having conferences with parents.              |
| _____ | _____ | 8. Notifies Operations Office for any changes in routes or students.              |
| _____ | _____ | 9. Reports hazardous conditions which could jeopardize the safety of students.    |
| _____ | _____ | 10. Reports any accident or property damage involving Lewis Central buses.        |
| _____ | _____ | 11. Reports any accident or injury on the bus while transporting students.        |
| _____ | _____ | 12. Reports job-related injuries to Transportation Office.                        |
| _____ | _____ | 13. Checks out and returns bus key before and after every trip.                   |
| _____ | _____ | 14. Checks spare bus board.   |
| _____ | _____ | 15. Completes activity pay sheet upon completion of all scheduled activity trips. |
| _____ | _____ | 16. Parks vehicles in assigned areas.   |
| _____ | _____ | 17. Plugs in bus daily during inclement weather.                                  |

***Meets  
Expectations***

***Needs  
Emphasis***

_____	_____	18. Checks and reviews all notes turned in by students to ride a bus other than the one assigned. Making sure request is signed by parent and approved by building principal or transportation director.
_____	_____	19. Keeps office advised of any change in driver's address, phone number, or availability.
_____	_____	20. Attends and satisfactorily completes drivers' course(s) as assigned by Lewis Central Transportation Department or the State of Iowa.
_____	_____	21. Maintains a valid First-Aid card.
_____	_____	22. Performs other duties as assigned by the Director of Operations.
_____	_____	Attendance
_____	_____	Punctuality
_____	_____	Dependability
_____	_____	Relationship with Other Personnel
_____	_____	Relationship with Students/Public
_____	_____	Quality of Work
_____	_____	Cooperation
_____	_____	Work Habits (Neatness, Speed, Etc.)
_____	_____	School Ethics (Confidentiality, Loyalty)
_____	_____	Other _____

**EVALUATION SUMMARY**

I believe that this employee's major strong points are:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

I believe that the following areas need improvement:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

I have read this evaluation and have had a conference with the evaluator.  Yes  No

I agree with the evaluator.  Yes  No

If no, with what specific statement(s) do you disagree?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Evaluator \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_