



# DELPHOS CITY SCHOOLS

234 North Jefferson St., Delphos, Oh 45833



## BUS DRIVER, CITY SCHOOLS

Children are our most precious cargo and the most important reason to employ competent individuals to drive Ohio's school buses. The guidelines established by federal rule, state laws and regulations and local board of education policies ensure bus drivers have an understanding of the important role of pupil transportation in the educational system.

### **OVERVIEW OF RESPONSIBILITIES**

The City School Bus Driver operates school buses to transport passengers over specified routes to local or distant points according to time schedule. The Bus Driver must comply with traffic regulations and follow safety guidelines in order to operate vehicles in a safe and courteous manner.

### **RESPONSIBILITIES INCLUDE:**

- ❖ Follow safety rules as students are boarding and exiting buses, and as they cross streets near bus stops.
- ❖ Monitors passengers, pedestrians, and traffic.
- ❖ Must comply and enforce emergency procedures including conducting required annual emergency drills for all students who ride to and from school.
- ❖ Performs pre-trip and post-trip safety inspections of assigned bus; checks oil, water and fuel and other fluid levels; checks lights, buzzers, tires, belts, brakes, and other safety equipment; takes corrective action as appropriate to ensure safe bus operation; reports needs for bus maintenance or repair as necessary.
- ❖ Complies with local traffic regulations and reports delays or accidents to appropriate personnel.
- ❖ Pick up and drop off students at regularly scheduled neighborhood locations, following strict time schedules.
- ❖ Supervises and corrects student behavior in and around school bus for student safety; models safe and appropriate behavior; maintains student discipline on the bus; instructs students in safe and responsible behavior on the bus.
- ❖ Maintains effective communication with students, parents, school staff and administrators, dispatchers, mechanics, other drivers and the public for safety and community relations. Promotes a positive environment for student learning.
- ❖ Reports any pedestrian or vehicular concerns such as construction sites or heavy traffic and participates when required, with district staff to plan safe and efficient bus routes.
- ❖ Prepare and submit reports that may include the number of passengers or trips, hours worked, mileage, fuel consumption, and/or fares received.
- ❖ Maintains knowledge of first-aid procedures.
- ❖ Keep bus interiors clean for passengers.
- ❖ Report delays, accidents, or other traffic and transportation situations, using telephones or mobile two-way radios.
- ❖ Regulate heating, lighting, and ventilation systems for passenger comfort.
- ❖ Issues discipline slips as required by district policy. Advises students with bus discipline problems; meets with principal or parent if warranted.
- ❖ Maintains and updates route maps and protects vehicle from damage and vandalism as possible. Utilizes two-way radio to communicate with dispatcher.
- ❖ Assists students with a variety of concerns and problems, such as changes in destination, locating siblings and other transportation related matters; checks notes and written permission or secures verbal permission from parent for non-routine student transportation.