

## **WAUNAKEE COMMUNITY SCHOOL DISTRICT**

### **BUS DRIVER FOR SPECIAL EDUCATION/HANDICAPPED STUDENTS**

#### **Job Description**

#### **QUALIFICATIONS:**

1. Valid Wisconsin school bus driver's license
2. 18 years of age
3. Meet requirements for school bus driver as determined by Department of Transportation.
4. CPR/First Aid Certification
5. Ability to assume responsibility, display initiative, and exercise good judgment and be able to perform lifting maneuvers.

**REPORTS TO:** Business Manager

#### **GENERAL RESPONSIBILITIES:**

Provides for the safety and discipline of students on bus routes to and from school. Abides by all regulations established by the Department of Transportation. Properly handle confidential matters relating to students, student records, parents, staff and any other school-related issues.

#### **ESSENTIAL FUNCTIONS:**

1. Perform a pre-trip inspection of the assigned vehicle.
2. Report, in writing, to the Director of Buildings & Grounds any defect or malfunction pertaining to the assigned vehicle.
3. Develop and maintain an accurate schedule for picking up and dropping off students on his/her route.
4. Enforce all bus rider rules and regulations adopted by the Board of Education.
5. Participate in bus evacuation drills twice per year or as required by the Department of Transportation.
6. Participate in required in-services, such as first aid training, etc.
7. Discipline students when necessary consistent with district policies and procedures, and legal requirements and fill out and submit required bus safety reports.
8. Drive attentively and defensively.
9. Provide assistance on safe entrance and exit from school bus.
10. Inform the Director of Special Education of any existing or potential student behavioral problems.
11. Assist in behavioral management programs of students riding the bus.
12. Operate adaptive equipment such as wheelchair lift.
13. Submit to drug and/or alcohol testing as required of CDL holders, by Federal Omnibus Transportation Act.
14. Maintain confidentiality regarding students, student records, parents, staff and any other school-related issues.
15. Perform duties as required to transport students with Special education – I.E.P's.

#### **OTHER FUNCTIONS**

1. Perform other responsibilities as assigned by the supervisor.
2. Promote a positive image of the District at all times.

Adopted: 4/22/91

Revised: March. 1994  
9/8/97  
April 2002  
October 2006

Waunakee Community School District