

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Bus Driver

QUALIFICATIONS:

1. Able to pass a mandatory physical.
2. Have current CDL for the State of IOWA.
3. Demonstrate aptitude or competence for assigned responsibilities.
4. Such alternatives to the above as the Board may find appropriate and acceptable.

REPORTS TO: Transportation Secretary and/or Director of Operations

JOB GOAL: By providing safe and efficient transportation so that students may enjoy the fullest possible advantage from the district's curricular and extra-curricular program.

PERFORMANCE RESPONSIBILITIES:

1. Obeys all traffic laws.
2. Observes all mandatory safety regulations for school buses.
3. Maintains discipline when students are on bus.
4. Reports undisciplined students to the proper authority.
5. Keeps assigned bus clean.
6. Keeps to assigned schedule.
7. Checks bus before each operation for mechanical defects. Fills out daily inspection sheets.
8. Notifies the proper authority in case of mechanical failure or lateness.
9. Discharges students only at authorized stops.
10. Exercises responsible leadership when on out-of-district school trips.
11. Transports only authorized students.
12. Reports all accidents and completes required reports.
13. Enforces regulations against smoking and eating on the bus.

TERMS OF EMPLOYMENT: Nine, ten, eleven or twelve-month year. Terms in accordance with that established in the Collective Bargaining Agreement.

EVALUATION: Performance of this job will be evaluated annually in accordance with Terms of the Collective Bargaining Agreement.

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

(This job description contains only measurable performance responsibilities).

3/13/03