



**Job Title: School Bus Driver**

Position Title: School Bus Driver	Reports to: Associate Director of Auxiliary Programs
Job Category: Support Staff	FLSA: Hourly, Non-Exempt
Division: Transportation	Current Date: August 2023

**General Summary:** To ensure the health, safety and welfare of the children, staff and volunteers during bus transportation to and from the school as well as on field trips and athletic activities. It is also the role of the Bus Driver to guarantee that the bus is clean and in proper working condition at all times; determine and follow safe and efficient bus routes; ensure all children are in age appropriate child safety restraints, and evacuate children in case of emergency.

**Essential Duties and Responsibilities:**

- Ensures the safety and well-being of children and adults being transported to and from School, on field trips, and during athletic activities.
- Completes a comprehensive written inspection of the bus daily, reporting any conditions of concern to the Director, or delegated staff person, before transporting children.
- Prepares trip reports consisting of mileage and gas receipts.
- Ensures that the communication device (e.g. two-way radio, cellular phone) is in proper working order before each trip.
- Ensures that the bus always has sufficient fuel.
- In consultation with the Director, develops and follows efficient and safe written bus routes that ensure no child will be on the bus more than one hour.
- Operates bus in such a way that road and safety regulations are always followed; reports any traffic violations to the Director immediately.
- Ensures all children are in age appropriate child safety restraints at all times during transportation.
- Follows safe bus loading and unloading procedures.
- Follows procedures to guarantee no child is left alone on bus without adult supervision at any time, including insuring all children have departed bus at the end of all bus routes (morning, evening and during field trips or other special trips).
- Keeps the bus clean and free of debris; follows other bus cleaning procedures.
- Routinely inventories bus emergency and first aid supplies and equipment; reports needs to the Director, or delegated staff person.
- Prepares children for bus drills and ensures bus evacuation drills are held at least monthly. And documents all drills in writing.
- Assists in other transportation training of teachers, children and volunteers.
- In case of accidents/emergencies, evacuates children according to written and practiced procedures.



- In the event of an accident, assures that medical emergency procedures are followed; completes a written accident report as required by delegate’s procedure and other authorities
- Performs other duties, as assigned.

**Knowledge, Skills and Abilities:**

- Ability to pass an annual Wisconsin School Bus Driver’s physical which includes a tuberculosis test and drug test
- Must be able to comply with background check, including fingerprints, as required by the agency and/or Wisconsin Licensing Agency
- Possess a current Commercial Driver’s License (CDL), and hold a current School Bus Driver’s Permit (“S” and “P” endorsement), preferred
- Ability to present a positive image of the School to members of the community
- Visual and auditory acuity within professionally determined normal ranges , with correction if needed
- Manual dexterity sufficient to operate the bus, conduct pre-trip inspection, and clean the bus
- Ability to learn and comprehend information from Procedures Manuals and other materials
- Ability to comprehend and follow traffic signs required
- Ability to work a flexible schedule
- Must be able to travel, enter, and exit a vehicle without assistance and withstand exposure to adverse weather conditions
- Effective oral and written communication skills

**Education and Experience:**

- **High School Diploma minimum**
- **Experience as a School Bus Driver preferred**
- **Certification in First Aide & CPR preferred**
- **Commercial Driver’s License (CDL) with S and P endorsement preferred**

Physical Requirements:	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%

Seeing: Must be able to read computer screen and various reports. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and ability to adjust focus.				X
Hearing: Must be able to hear well enough to communicate with students, employees, and others.				X
Standing/walking/sitting				X
Climbing/Stooping/kneeling/balancing.		X		
Lifting/pulling/pushing up to 5-25 lbs (i.e. boxes of books and mobile computer carts, etc.)		X		
Manual dexterity to operate computer and office equipment.				X
Bending at the neck and waist.			X	
Communication: Ability to talk, hear, and express and understand ideas and thoughts. Able to meet multiple demands from several people and interact with public and staff.				X

**Working Conditions:** Tasks may involve infrequent exposure to blood or bodily fluids and communicable diseases. Risk involved with travel on main highways, side streets, and rural roads during business travel, including evenings and weekends. This job involves sitting for long periods, as well as stopping, squatting, lifting, carrying, pushing, and climbing.

**Drug Free Workplace:** The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment at University School of School of Milwaukee pursuant to the Substance Abuse/Drug Free Workplace policy. Random drug tests may be performed.



**Disclaimer:**

*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding the position and additional rules may be assigned.*