



KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

Bus Driver

(Rev. 12/17/2012, Rev. 04/28/2016)

Qualifications:

1. High school diploma or equivalent
2. Valid commercial driver's license with passenger endorsement
3. Minimum three years' previous safe driving experience
4. Demonstrated aptitude or competence for assigned responsibilities
5. Required criminal history review background check and proof of U.S. citizenship or legal resident alien status
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Reports To:

Transportation Director

Job Goal:

To provide safe transportation services to all students as assigned.

Performance Responsibilities:

1. Obeys all traffic laws and observes mandatory school bus safety regulations.
2. Conducts pre-trip inspection of school bus before each operation and completes pre-trip inspection report.
3. Maintains discipline when students are on bus and reports disruptive students to proper authority.
4. Keeps to assigned schedules.
5. Notifies the proper authority in case of mechanical failure or lateness.
6. Discharges students only at authorized stops.
7. Exercises responsible leadership when on out-of-district school trips.
8. Transports only authorized students and authorized school personnel.
9. Reports all accidents and completes required reports.
10. Reports pupil injuries immediately to proper authorities.
11. Enforces regulations against smoking and eating on the bus.
12. Participates in emergency evacuation drills and instructs passengers regarding safety regulations and other bus rules.
13. Performs interior bus cleaning daily, cleans windows and mirrors and exterior as needed.
14. Gains an understanding of all procedures as required in the Kingsway Transportation Bus Manual.
15. Performs other related duties as assigned.
16. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.

Employment conditions:

Contract year:	September 1 to June 30 (10 Mos.)
Job Family	Hourly Employees
Pay Grade/Compensation Structure:	G19
Evaluation:	In accordance with Board policy
Job Code:	9400