

VEHICLE DRIVER

Title: Vehicle Driver

Reports to: Transportation Manager

Position Summary: Responsible for transporting pupils in a safe and efficient manner and performing all activities related to the operation of the school bus and related equipment.

Qualifications:

1. Class B License with passenger and school bus endorsement
2. Criminal history clearance
3. Physical examination in accordance with CDL requirements
4. Ability to manage student behavior
5. Strong communication skills

Work Year: 10 months

Duties:

1. Conducts a pre-trip/post-trip safety inspection of the bus before and after every trip and completes the School Bus Condition Report.
2. Notifies Manager of Transportation of any mechanical malfunctions and/or safety hazards.
3. Adheres to established routes, designated bus stops and keeps to assigned schedule.
4. Transports only authorized pupils and ensures that all students have left the bus at the end of each route.
5. Obeys all traffic laws and observes mandatory school bus regulations.
6. Reports all accidents and pupil injuries immediately to the Manager of Transportation who will then report to the Principal and School Business Administrator. Driver will complete all required reports.
7. Participates in emergency evacuation drills in accordance with administrative code and Board Policy, and instructs passengers regarding safety regulations and other rules.
8. Performs interior bus cleaning duties daily, cleans windows and exterior as needed, and refuels the vehicle before reaching half a tank.
9. Attend in-services and safety meetings as assigned.
10. All other duties as assigned by the Manager of Transportation as appropriate to the position.