

JOB TITLE: BUS DRIVER

QUALIFICATIONS:

1. Valid Missouri Commercial Driver License with “S” and “P” endorsement.
2. Verifiable safe driving record
3. Demonstrate the ability to drive a school bus
4. Up-to-date physical
5. State and FBI background check
6. Must be 21 years of age
7. Good human relations skills

REPORTS TO: Transportation Director

JOB GOAL: To provide safe and reliable transportation of students to and from school.

PERFORMANCE RESPONSIBILITIES:

1. Operates school bus in a safe and efficient manner.
2. Maintain adequate knowledge and utilization of state and federal laws as well as the district regulations and procedures, which are applicable to the safe and legal operation of a school bus.
3. Maintains appropriate care of assigned vehicle, including the execution of daily pre-trip inspection and the reporting of repairs needed in a timely and efficient manner.
4. Effectively manage students behavior in a constructive manner including:
  - Knowing and utilizing positive student behavior management techniques.
  - Being willing to learn new ideas and techniques from supervisors and others.
  - Serving as a positive role model for students.
5. Demonstrates and implements proper safety precautions and procedures, including the effective implementation of emergency procedures including evacuation of buses (i.e. front, rear, other).
6. Knowledge of emergency techniques and hazardous situations.
7. Establishes and maintains appropriate relations with students, parents, teachers, other drivers and supervisors.
8. Follow route direction without deviation from route of assigned stops without permission from supervisor.
9. Maintains interior cleanliness of bus by sweeping and or washing out.
10. Maintain a safe driving record.
11. Wears seat belt whenever bus is in motion.
12. Present on the bus whenever there are students present.
13. Provide positive input during safety meetings.
14. Provide positive image for students through proper attire, language and health habits.
15. Maintains composure under stressful situations.

16. Attends assigned safety meetings and/or workshops.
17. Reports all accidents and/or near accidents to supervisors.
18. Reports potentially hazardous situations.
19. Successfully completes D.E.S.E. required annual physical.
20. Contributes positive ideas to operation.
21. Must report all major misconduct of children under their supervision to the Transportation Director.
22. Shall report any accident or injury to pupils while in their care.
23. Perform two school bus evacuation drills yearly.

EMPLOYMENT: Salary and work year to be established by the Board of Education.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the board's policy on Evaluation of Support Personnel. Bus drivers may be suspended from duty at any time by the Transportation Director for inefficiency, breach of rules, insubordination or other good cause. Final dismissal from service will be made at the discretion of the superintendent and the Board of Education.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Bus Driver)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Transportation Director)