

**ADMINISTRATIVE GUIDELINES
DUTIES AND RESPONSIBILITIES OF BUS DRIVERS**

1. Enforce the rules and regulations posted in each bus.
2. Report immediately any student violating the rules and/or regulations to the building principal.
3. Comply with the Motor Vehicle laws of the State and the rulings of the Director in regard to school buses and their operation.
4. Keep the bus in safe, clean, and sanitary condition and report all necessary repairs immediately.
5. Neither smoking nor carrying a cigar, cigarette, pipe, e-cigarette, or vaping device is permitted while operating the bus.
6. Refrain from the use of profane language in the presence of students.
7. Keep a log of starting mileage and ending mileage daily for regular trips and also for special activities. Logs will be filed weekly in the transportation office.
8. Maintain a consistent schedule on the daily route. Do not run the route ahead of scheduled time.
9. Develop a list of the students on each bus route, including parent/guardian name(s) and telephone number(s).
10. Establish a telephone calling system to be used when the bus is not making the route.
11. Except in emergencies, only assigned students shall ride the bus.
12. No personal stops on the bus shall be made without prior approval of the Superintendent of Schools or School Board.
13. There shall be no transferring of students from one bus to another without prior authorization of the Superintendent of Schools or School Board.
14. Students shall only be picked up and discharged at designated pick-up and discharge locations.

This Administrative Form accompanies:
Policy **EEA**: Revised: **01/08/2024**