



POSITION DESCRIPTION

BUS DRIVER

General Definition of Work

Under general supervision, the school bus driver is responsible for safely operating a school bus over designated routes to transport students between home and school and on extracurricular activities in a safe operating condition and ensuring the safety of students during transport, loading, and unloading from buses

Qualifications:

- Must possess a valid Wisconsin Commercial Driver's License with passenger and school bus endorsements.
- Must complete and pass the required driver's physical.
- Must complete all driver training required by the district.
- Must meet the driving record criteria as established by the district.
- Establishing and maintaining working relationships based on mutual confidence and respect, demonstrate sound judgment, adaptability, self-confidence, emotional maturity, honesty, and dedication to duty. Needs to demonstrate a constructive and positive attitude and the ability to handle duties effectively and professionally.

Essential Functions

- Drive district school buses in accordance with current district policies and procedures.
- Maintains orderly student behavior on the bus consistent with the ability of the students to behave appropriately.
- Report any defects in vehicles or equipment.
- Complete required records involving driving.
- Assumes additional responsibilities as assigned by the Director of Transportation.
- Determine & assign EA's to bus routes as needed per student IEP. Work closely with school psych's & student services department principles.
- Regular and Reliable attendance is required.

Knowledge, Skills and Abilities

- Possess the physical skills and abilities necessary to control and assist student passengers and to lift students weighing up to 40 pounds into and out of a school bus seat and/or wheelchair (heavier students require cooperative effort between driver and assistant).
- Demonstrated skills in effective communication with supervisors and co-workers, in establishing and maintaining working relationships based on mutual confidence and respect, in identifying problems and their resolution, in exercising good judgment, in showing maturity and dedication to duty.
- Constructive and positive attitude, able to handle duties effectively and professionally.
- Considerate, straightforward, and honest with people, able to appropriately handle confidential information.
- Established experience as a team player, able and willing to carry out district objectives.

Education and Experience

- Must be at least 18 years of age.
- High school diploma or GED, or equivalent combination of education and experience.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to loud noise levels, fumes, odors, vibrations from driving a bus and traffic. The employee is occasionally exposed to moving mechanical parts and outside weather conditions. While performing the duties of this job, the employee is frequently required to sit, use hands to finger, use foot controls to drive, reach with hands and arms, climb, bend, stoop and kneel to talk or hear. The employee must be physically able to perform and demonstrate emergency evacuation procedures. This includes the pushing/pulling of up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, night/dusk vision, color vision and peripheral vision. Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

Environmental Conditions

This work frequently requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. school bus, and light traffic).

The Board does not discriminate in the employment staff on the basis of race, color, national origin, age, sex (including gender status, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service, ancestry, arrest record, conviction record, (as defined in 111.32, Wis Stats.), use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other legally protected category in its programs and activities including employment opportunities.
