

Monroe-Gregg School District Role Description



Job Title: Bus Driver

Location: Transportation Department

Job Group: Classified- Non-Exempt (180 Days)

Reports to: Transportation Director

Bus drivers are responsible for the safe operation of the district school bus and for ensuring the safety of student passengers while meeting established bus schedules. Bus drivers may be assigned a daily route or work intermittently as needed.

Essential Responsibilities:

- Drives a school transportation vehicle within a prescribed route in accordance with time schedules for picking up and discharging students at designated stops.
- Transports students and staff for field trips and competitions to various locations, planning necessary routes, and stops as needed.
- Maintains a proper order of discipline regarding student passengers according to district policy.
- Conducts safety and operational inspections of assigned vehicles daily.
- Reports mechanical repairs immediately to the head mechanic.
- Performs periodic safety drills as required by law and completes necessary reports upon request.
- Maintains cleanliness of the school vehicle to ensure safe operating conditions.
- Provides basic first aid as appropriate.
- Attends driver education programs and training to maintain current knowledge as it applies to the operation of school vehicles to transport children.
- Attends training, staff meetings, and district meetings to stay abreast of changing developments and policies.
- Maintains positive professional relationships with staff, students, parents/guardians, and administrators.
- Maintains confidentiality and a need-to-know policy with regards to staff and student information.
- Remains knowledgeable of procedures for reporting suspected child abuse and/or neglect.
- Complies with all district policies and procedures.
- Communicates regularly with the transportation director and/or lead mechanic regarding issues and concerns.
- Other duties as assigned by the transportation director and/or lead mechanic.

Essential Qualifications:

- Valid Indiana driver's license and be twenty-five (25) years of age.
- Must possess appropriate CDL or another licensure dependent upon vehicle.
- Must possess a safe driving record and pass a criminal background check, drug screen, and DOT physical as required by law.
- Must meet all qualifications set forth by the Indiana Department of Education.

Physical Demands:

The physical demands described are representative of those that must be met to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires frequent sitting; must use hands to handle or feel, use foot controls to drive, reach with arms, climb, bend, stoop, and kneel.
- Must be physically able to perform and demonstrate emergency evacuation procedures.
- Communicate orally and hear on a two-way radio with the transportation department and administrators while the bus is in motion.
- Specific vision abilities include close vision, distance vision, night/dusk vision, color vision, and peripheral vision.
- May be required to carry, push, and/or pull up to 50 pounds.

Environmental Conditions:

Duties are performed on a school bus. Extreme weather conditions to include heat, cold, wet and/or humid conditions may exist. While performing the duties of this job, the employee is frequently exposed to loud noise levels; fumes or airborne particles; noxious odors; vibrations from driving a bus; and traffic. The employee is occasionally exposed to moving mechanical parts and unruly students.

Terms of Employment and Evaluation:

Employed for a prescribed number of service days and benefits as outlined in the classified handbook. Performance of said duties will be evaluated in accordance with district policy.

Acknowledgement:

The intent of this role description is to provide a representative summary of the types of responsibilities that will be required and shall not be construed as a declaration of the only responsibilities of the position. I have read and been informed about the expectations contained within this role description.

Employee Signature

Date

Monroe-Gregg School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, age, religion, disability, sex, veteran status, genetic information, or any other legally protected category in its employment practices. All employees are expected to be knowledgeable of non-discrimination policies and their duty to report to include Section 504, Title VI, Title IX, and non-discrimination in general.