



Bus Driver

Purpose Statement

The Bus Driver is responsible for safely transporting students over scheduled routes and to/from special excursions. This includes ensuring the vehicle is in safe operating condition and maintaining the safety of students during transport, loading, and unloading.

Supervisory Relationship

Reports to: Facilities and Transportation Director

Essential Functions

- **Student Safety:** Advise students and other passengers on appropriate behavior to reinforce guidelines and ensure safety.
- **Incident Assessment:** Evaluate incidents, complaints, and potential emergencies (e.g., road hazards, medical emergencies) to recommend or take appropriate action.
- **Assist Passengers:** Help students and passengers during normal transport and emergencies to ensure safe boarding and unloading.
- **Training Attendance:** Participate in unit meetings, in-service training, and workshops to gather necessary information for job performance.
- **Vehicle Cleaning:** Clean both the interior and exterior of assigned vehicles to ensure safety, appearance, and sanitation.
- **Emergency Drills:** Conduct emergency evacuation drills to ensure procedural efficiency and compliance with requirements.
- **Transport Duties:** Drive the school bus over scheduled routes and for field trips, ensuring safe and timely transport.
- **Vehicle Maintenance:** Refuel the vehicle and perform necessary checks (e.g., oil, water, tire pressure) to maintain safe operation.
- **Communication:** Inform school personnel and parents about events, policies, and practices related to transportation.
- **Monitor Transit:** Supervise students and passengers during transit to ensure safe transportation.
- **Trip Procedures:** Execute all procedures for out-of-town trips, including food, fuel, and lodging arrangements.
- **Pre-Trip and Post-Trip Inspections:** Perform inspections to ensure the vehicle's safe operating condition and compliance with guidelines.
- **Report Preparation:** Document activities and incidents through reports (e.g., field trips, incidents, inspections) to provide references and comply with guidelines.
- **Adhere to School Policies:** Follow school policies and procedures to ensure compliance.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support effective operation.

Job Requirements: Minimum Qualifications

Skills

- Adhere to safety practices.
- Administer first aid.
- Apply pertinent codes, policies, regulations, and laws.
- Operate district vehicles and equipment.
- Prepare and maintain accurate records.

Knowledge

- Basic math, including fractions, percentages, and ratios.
- Emergency evacuation techniques.
- Basic vehicle maintenance.
- First aid and health standards.
- Pertinent codes, policies, regulations, and laws.
- Safe driving practices.
- Two-way radio communication.

Abilities

- Schedule activities and use job-related equipment.
- Work flexibly with diverse individuals and groups.
- Analyze situations and draw conclusions.
- Maintain confidentiality and work with constant distractions.
- Communicate effectively with diverse groups, including school-age riders.
- Exercise sound judgment and understand the special needs of students and parents.

Responsibility

Work under limited supervision following standardized practices. Provide information and advice to others. Operate within a defined budget. Impact the organization's services significantly.

Work Environment

Occasional lifting, carrying, pushing, and pulling. Some stooping, kneeling, crouching, and crawling. Significant fine finger dexterity. Generally, 60% sitting, 20% walking, and 20% standing. Exposure to temperature extremes and some risk of injury or illness.

Experience

Job-related experience is required

Education

High school diploma or equivalent

Required Testing/Certificates and Licenses

Alcohol and Drug Test

Bus Driver's Certificate

Commercial Driver's License (CDL)

CPR Certificate

Continuing Education/Training

Maintains certificates and/or licenses

Meets continuing education requirements, as needed

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non-Exempt

Salary Grade

SL

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at <https://www.bismarckschools.org/school-board/district-administrative-policies>. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.