

School Bus Driver Job Description

Reports to: Building Administrator

Approved: February 2019

Revised: October 21, 2019

Reviewed: May 11, 2022

Qualifications, Skills, and Abilities:

1. High school diploma or General Education Degree
2. Hold a class B Commercial Driver's License with passenger endorsement
3. Meet the physical examination standards of the federal and state law, administrative rules, and Board policy
4. Is twenty-one years of age or older
5. Minimum safe driving experience as determined by the Board
6. Ability to pass a physical agility test and prove ability to evacuate the bus, including the ability to move students
7. Pass a pre-employment drug test and random drug tests while employed
8. Must not be addicted to the use of intoxicants or narcotics
9. Have an excellent driving record
10. Ability to pass CPR and first aid courses
11. Knowledge of bus passenger safety and effective discipline procedures
12. Sufficient mechanical aptitude to diagnose minor problems and make appropriate repairs
13. Able to maintain passenger discipline to ensure their safety and well-being and to protect against vandalism
14. Works well with students, staff, and parents
15. Awareness of and commitment to proper bus maintenance
16. Able to sit and occasionally required to walk or stand
17. Able to grasp tools and occasionally lift or move up the seventy-five pounds
18. Excellent interpersonal and communications skills
19. Maintain confidentiality of staff and students

Job Summary:

To transport pupils in a safe and efficient manner and perform all activities related to the operation of the school bus.

Major Duties and Responsibilities:

Maintenance and Driving

1. Perform the prescribed pre-trip inspection prior to each trip
2. Notify the transportation supervisor in writing, using approved forms when applicable, of any mechanical malfunctions, safety hazards, or necessary repairs
3. Maintain the cleanliness of the interior and exterior of the bus, paying particular attention to windshields and mirrors
4. Refuel the vehicle

5. Perform light maintenance, such as checking and replacing water, antifreeze, and oil; adding air to the tires; and replacing burned out bulbs as necessary
6. Adhere to established routes, designated bus stops, and the assigned schedule
7. Obey all federal and state law, administrative rules, and Board policy pertaining to traffic regulations and school bus safety
8. Stop at all railroad crossings and check visually and aurally that it is safe to cross before proceeding
9. Report all bus accidents to local school authorities, and reports all accidents and pupil injuries immediately to the building principal and transportation supervisor, and complete required reports
10. If ticketed as a result of an accident or traffic stop by police, pay any fines and court costs and attend any driving safety classes ordered by a judge
11. Refrain from using cell phones while the bus is turned on or in gear, either to receive calls or to make calls
12. Report all information necessary for vehicles violating the "Stop Arm Law"
13. Attend any required training and demonstrate driving proficiency

Interacting with Students

1. Transport only authorized pupils and ensure that all students have left the bus at the end of the route
2. Abide by all federal and state law, administrative rules, and Board policy when loading and unloading passengers
3. Unload passengers' seat by seat
4. Maintain discipline on the bus and write up students that violate rules
5. Require all students to remain seated when bus is in motion
6. Do not allow students to consume soda, food, or gum on the bus
7. Participate in emergency evacuation drills in accordance with federal and state law, administrative rules, and Board policy and instruct passengers regarding safety regulations and other bus rules

Other

1. Maintain records as assigned by the principal and/or supervisor
2. Abide by all federal and state law, administrative rules, and Board policy
3. Know and follow school district policy and the chain of command
4. Interact with students, parents, staff, and others in a positive manner
5. Keep immediate supervisor informed of activities and issues that may arise
6. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at inservices
7. Seek assistance should emergencies arise
8. Represent the school district in a positive manner
9. Know and follow school district policy and chain of command
10. Perform other duties as assigned

Evaluation:

Performance of this position will be evaluated annually by the Building Administrator in conformance with federal and state law, administrative rules, and Board policy.

Note:

Classified employees are those non-certificated employees who are employed by the District or personnel hired in positions which do not require certification. With the exception of those classified employees who are hired for a stated specified time, all classified employees shall be regarded as “at-will” employees and may be dismissed at the will of either party and the employment relationship may be terminated at any time for any or no reason (so long as the same does not violate public policy or violate any other provision of law).

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:

I.C. § 33-512

Governance of Schools

I.C. § 33-1210

Information on Past Job Performance

IDAPA 08.02.02.004.02

Standards for Idaho School Buses and Operations