ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE
Bus Driver

QUALIFICATIONS
1. High school diploma.
2. Valid CDL license and bus driver's permit.
3. Ability to lift 50 lbs.

REPORTS TO
Transportation Director

JOB GOAL
To provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the district’s curriculum and extracurricular program.

PERFORMANCE RESPONSIBILITIES
1. Checks bus before each operation for mechanical defects.
2. Notifies the proper authority in case of mechanical failure or lateness.
3. Transports only authorized students.
4. Obeys all traffic laws.
5. Observes all mandatory safety regulations for school buses.
6. Maintains discipline when students are on bus.
7. Reports undisciplined students to the proper authority.
8. Enforces regulations against smoking and eating on the bus.
9. Keeps to assigned schedule.
10. Discharges students only at authorized stops.
11. Reports all accidents and completes required reports.
12. Completes all necessary paperwork.
13. Exercises responsible leadership when on out-of-district school trips.
15. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
16. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT
Salary and work year to be established by the board.

EVALUATION
Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Education on April 13, 1992

Revised May 10, 1999