

St. Maries Joint School District No. 41
Job Description – Transportation Bus Driver
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TITLE: Transportation Bus Driver

QUALIFICATIONS:

1. GED, High School Diploma, or higher;
2. Possess and demonstrate aptitude for the work to be performed;
3. Possess the ability to effectively and appropriately discipline students;
4. Possess skills necessary to perform basic computer applications;
5. Hold a valid Commercial Driver's License Class B, Endorsement "P" (passenger), and Endorsement "S" (school bus), and pass air brake test;
6. Complete and pass the Department of Transportation's (DOT) physical;
7. Complete and pass Department of Transportation's (DOT) drug test; and
8. Such alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable.

SUPERVISOR: Transportation Supervisor

JOB GOAL:

1. To ensure that all students, staff, and other ridership who are provided District transportation are transported in the safest and most prudent manner possible.

PERFORMANCE RESPONSIBILITIES:

1. Follow all directions of the Transportation Supervisor.
2. Complete the Transportation Department's training program as prescribed by St. Maries Joint School District No. 41 and the Idaho Department of Education.
3. Know and obey all traffic rules, regulations, and laws.
4. Practice and implement bus preparation and driving performance activities, including but not limited to:
 - a. Become familiar with mechanical operations for all assigned busses and vehicles driven;
 - b. Complete all pre-trip inspection requirements;
 - c. Check for mechanical issues prior to each bus trip;
 - d. Check engine compartment fluid levels;
 - e. Install tire chains when required; and
 - f. Adjust driving applications to all road and weather conditions.

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5. Observe all safety regulations, procedures for stopping school bus, and regulations approved by the Idaho State Board of Education as outlined in the Idaho Transportation Manual.
6. Exercise prudent and responsible leadership for all transportation ridership.
7. Implement all necessary emergency procedures, including but not limited to:
 - a. Maintain access to all emergency telephone numbers and contact information;
 - b. Immediately contact Transportation Supervisor and appropriate law enforcement agencies and report all emergencies;
 - c. Immediately report all bus, vehicle, student and staff school-related accidents to the Transportation Supervisor and appropriate law enforcement agencies, utilizing proper reporting forms;
 - d. Remain with loaded or unloaded bus until released by Transportation Supervisor and appropriate law enforcement personnel;
 - e. Request assistance for equipment malfunctions, breakdowns, flat tires, etc.; and
 - f. Inspect and request all necessary replacement supplies for first aid and body fluid kits, fire extinguishers, flares, chains, and other emergency equipment.
8. Maintain orderly records, including but not limited to:
 - a. Record daily pre-trip activities on required “Pre-Trip Forms”;
 - b. Follow assigned bus schedule;
 - c. Maintain accurate ridership roster;
 - d. Record and maintain pick-up and delivery times;
 - e. Record all route miles;
 - f. Report all changes in ridership, bus stops, and road and turn-around conditions to Transportation Supervisor;
 - g. Record in writing all malfunctions, bus maintenance needs, and/or requests for required equipment and supplies, and immediately submit to the Transportation Supervisor; and
 - h. Submit all required recordkeeping forms to Transportation Supervisor on the first day of each school week;
9. Effectively and appropriately discipline students, including but not limited to:
 - a. Keep students in seats;
 - b. Prevent students from throwing objects;
 - c. Maintain level of noise so that driving is not hindered;
 - d. If necessary, develop seating assignments;
 - e. Prevent bus vandalism and report all instances thereof; and
 - f. Report discipline issues to Transportation Supervisor.
10. Maintain bus cleanliness, including but not limited to:
 - a. Control substances brought on to the bus by ridership in an effort to maintain bus cleanliness;
 - b. Routinely clean bus before each regular bus route; and
 - c. Routinely clean bus after each extra-curricular activities bus route.
11. Monitor and ensure that all harnesses, child restraint mechanisms, and child seats are being properly utilized for identified students.
12. Monitor and ensure that all wheelchairs are secured to Transportation bus body prior to commencing transportation.

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13. Practice proper radio transmission protocol and procedures, being cognizant of advantages and limitations of two-way radio communications.
14. Possess sufficient personal mobility, agility, strength, and reflexes, with or without reasonable accommodations, which permits the employee to move about and accomplish tasks that require standing or sitting for long periods of time in the Transportation environment.
15. Possess sufficient manual dexterity, with or without reasonable accommodations, which permits the employee to operate all Transportation equipment, including but not limited to buses, to ensure the proper and safe transportation of the District's ridership.
16. Perform job tasks that require repetitive motions in fingering and hand/write/arm movements. Occasional job-related tasks may require, with or without reasonable accommodations, lifting up to 50 pounds, stooping, kneeling, bending, crouching, pushing, grasping, and reaching.
17. Perform multiple tasks simultaneously, including but not limited to, handling interruptions, and returning to and completing tasks in a timely manner.
18. Work independently and with a team to maintain a clean, appropriate, and friendly work environment.
19. Interact with students, parents, staff, faculty, and administration effectively and professionally.
20. Follow oral and written instructions and observe District, State, and federal policies and procedures.
21. Follow all Board-approved policies, safety rules, and regulations.
22. Participate in Special Education In-Service training programs when specifically related to job duties.
23. Attend in-services and training sessions.
24. Respect and practice confidentiality both in and out of school with regard to records, activities, and communications relating to all students, parents/guardians, and staff.
25. Perform other duties as may be assigned.

TERMS OF EMPLOYMENT:

This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause. The "employment period" and other description and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of what type of services will be required by the District so long as employment continues.

Salary/wage, benefits, and work schedule arranged in accordance with St. Maries Joint School District No. 41's personnel policies.

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PERFORMANCE EVALUATION: Performance of the job will be evaluated annually in accordance with the District’s policy on evaluation of non-certificated personnel.

APPROVED BY: Board of Trustees

St. Maries Joint School District No. 41 is an equal opportunity employer. Qualified applicants receive consideration for employment without discrimination based on gender, age, national or ethnic origins, race, color, religion or the presence of a non-job-related handicap. Employment is contingent upon the necessary verification and work eligibility.

I have discussed this document with my supervisor and understand that it will be entered into my personnel file in accordance with the provision of Idaho Code 33-518. It is my understanding I may offer a rebuttal to this document that will be attached to the materials entered into my personnel file.

Signature of Employee

Date

Printed Name

Signature of Supervisor

Date