

West Central C.U.S.D. #235

Job Description

TITLE: Bus Driver

PRIMARY GOAL: To safely and efficiently operate a school bus or any other legally acceptable vehicle used to transport students.

REPORTS TO: Transportation Director

QUALIFICATIONS:

1. 21 years of age or older.
2. Completion of a favorable physical examination, including tuberculosis and chemical testing for drugs, within 90 days prior to the date of application. Medical form TB and drug testing results must be retained by the employer.
3. Successful completion of the Illinois specific criminal background investigation by the Illinois State Police as set forth in Section 6-106.1 of the Illinois Vehicle Code.
4. Successful completion of the initial classroom course, including first-aid procedures in school bus safety, as promulgated by the Secretary of State pursuant to Title 92, Illinois Administrative Code, Chapter II, Section 1035.30.
5. Successfully pass the Illinois School Bus Driver Permit written examination (either 1st division (non-CDL) or 2nd division (school bus).
6. Successfully pass a road test in a representative vehicle of the class of the driver's license. (Skills test is valid for 90 days prior to application of a permit.)
7. Demonstrate aptitude for successful completion of assigned responsibilities.

PERFORMANCE RESPONSIBILITIES:

1. Maintain a clean and neat appearance.
2. Conduct a daily pre-trip inspection of the mechanical and safety equipment on the bus, record any defect on the proper form, and turn into Transportation Director.
3. Fuel vehicle.
4. Maintain vehicle cleanliness both inside and outside.
5. Clean windshield, lens of each light, and rear window daily.
6. Clean the interior of all debris and place debris in an appropriate container at the conclusion of each trip.

7. Check the condition of seat upholstery after every trip and report any damage to the Transportation Director immediately.
8. Remove keys from the bus and lock the bus at the conclusion of each route.
9. Park bus in the assigned position to facilitate the safe loading and unloading of students and adults and remain stationary while loading. Where a Stop and Go sign is used, bus should remain at a complete stop until the Go sign is shown.
10. Assign seats to all students on the bus and keep a current seating chart on the bus.
11. Greet each student positively as they enter the bus.
12. Instruct riders of their responsibilities and maintain good student conduct on the bus. Comply with and enforce all guidelines for discipline on bus conduct and rules for students, and complete written conduct reports for students who have violated bus rules as needed.
13. Deliver students to their approved destination, regardless of behavioral issues with the students and report all behavior or compliance issues to the Transportation Director and the building Principal.
14. Check for sleeping children and any personal items left on the bus at the end of each run.
15. Operate the bus radio appropriately to communicate with staff from each building office. Refrain from creating or participating in unnecessary radio traffic.
16. Prior to making athletic trips, field trips, etc., review the route to ensure a safe and timely route.
17. Prevent non-school personnel and students from riding the bus without the permission of the Superintendent, to include relatives of students, staff and officers of the school district.
18. Publicly support, implement, and defend administrative decisions regardless of personal feelings, to include decisions regarding student discipline, and bad weather conditions. Communicate concerns to the appropriate personnel in a professional manner.
19. Submit all required reports, route lists, etc. to the Transportation Director by the due date.
20. Submit accurate time cards to the Transportation Director by the due date.

21. Immediately inform the Transportation Director of any damage incurred to a bus during the driver's time operating the bus or discovered during the driver's bus inspection.
22. Conduct one (1) emergency evacuation drill each year and submit the completed written form to the Transportation Director immediately following the drill.
23. Complete required forms for vehicular violations and submit the forms to the Transportation Director.
24. In case of an emergency, contact the Transportation Director. If Transportation Director cannot be reached, contact the Superintendent.
25. Attend all meetings as scheduled by the Transportation Director or Superintendent.
26. Complete all required trainings.
27. Assume other responsibilities as assigned by the Transportation Director, building Principal, and/or Superintendent.

Risk Management – 100% of Job Performance

TERMS OF EMPLOYMENT: Student attendance days with salary to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually by the Transportation Director in collaboration with the Building Principal and Superintendent.