District Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CLASS TITLE**: Bus Driver

**JOB OBJECTIVE:**

Operate a school bus over designated routes in accordance with time schedules, picking up and discharging students; provide safe and efficient transportation for district students to and from school, special events and field trips; perform daily inspections and operator maintenance of vehicle; assist in the loading and unloading of physically and mentally handicapped students as necessary.

**QUALIFICATIONS**

* High School Diploma or GED Certificate
* Must be at least twenty-one years of age
* Must have at least one-year experience in the operation of motor vehicles transporting students.
* Valid Kentucky Commercial Class B driver’s license, including passenger endorsement for School Bus Certificate, must pass driving record check annually; pass S endorsement test.

**KNOWLEDGE OF:**

* Safe driving practices.
* Provisions of the State Motor Vehicle code and Kentucky Administration Regulations applicable to the operation of vehicles transporting students.
* First aid practices.
* Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

* Operate a school bus over designated routes in accordance with time schedules, picking up and discharging students.
* Maintain order and discipline among students while driving a school bus.
* Maintain assigned vehicle in a clean and safe operating condition.
* Recognize equipment malfunctions and take appropriate action.
* Learn designated bus routes including stops and traffic hazards.
* Maintain routine records.
* Establish and maintain cooperative and effective working relationships with others.
* Understand and follow oral and written directions.
* Meet schedules and timelines.
* Communicate effectively both orally and in writing.
* Learn, apply and explain rules, regulations, policies and procedures.
* Observe legal and defensive driving practices.
* Assist in loading and unloading handicapped children as necessary.

**PERFORMANCE RESPONSIBILITIES:**

* Maintain bus in a safe operating condition through prescribed daily vehicle inspections and driver maintenance including cleaning windows, mirrors and bus interior; check and maintain fuel, oil and water levels; check brakes, brake lights and doors; report mechanical defects and malfunctions to appropriate personnel.
* Maintain order and discipline among students on bus following District policies and procedures regarding disciplining of students and contact with school officials, parents and the public; interact with parents regarding questions, concerns and disputes.
* Perform emergency bus evacuation drills as required by Kentucky Administration Regulations
* Transport physically handicapped and mentally handicapped children to and from designated locations; lift and secure wheel chairs; assist in the loading and unloading of handicapped children as necessary.
* Observe applicable local, state and federal policies, procedures and guidelines.
* Fuel and clean exterior and interior of buses including picking up debris, sweeping and mopping floor, wiping upholstery and cleaning headlights.
* Maintain records concerning vehicle maintenance, miles driven and number of children transported and other related matters; prepare student conduct, incident and accident reports.
* Attend safety and preventive emergency meetings when required.
* Utilize two-way radio for bus to bus and bus to base communication.
* Perform first aid according to established guidelines and procedures.
* Perform related duties as assigned.

**TERMS OF EMPLOYMENT:**

Term contract with specified beginning and ending dates as indicated in letter of employment. Works all days that teacher’s work based upon the board of education approved school calendar. Transportation director designates hours of work.

**EVALUATION:**

Evaluation of the performance of this job will be based upon a combination of self evaluation and supervisor’s evaluation according to the procedures developed for all school personnel.

**REPORTS TO:** Superintendent of designee