

Cottonwood Joint School District No. 242

**School Bus Driver
Job Description**

QUALIFICATIONS:

1. Must be at least 18 years of age.
2. Must hold a valid commercial driver's license.
3. Must have completed all initial and annual training requirements as prescribed by the Idaho State Department of Education.
4. Must have a current bus driver's physical examination (annual requirement).
5. Must not have an addiction to intoxicants or narcotics.
6. Must not have any record of child abuse or molestation.

REPORTS TO: Transportation supervisor and indirectly to the superintendent.

JOB GOALS: To ensure that students are given safe, comfortable and prompt transportation to and from school and school activities.

PERFORMANCE RESPONSIBILITIES: Each School Bus Driver will:

1. Maintain current knowledge of laws that govern school bus operation in the state of Idaho.
2. Attend all required training sessions necessary to maintain current certification.
3. Exercise every precaution to protect the lives and health of the students who ride his/her bus.
4. See that no profanity, boisterousness, scuffling, or other objectionable conduct is permitted on his/her bus.
5. Report all cases of misconduct to the transportation supervisor immediately, and when required, enforce discipline on the bus by such means as are authorized by state and district policies.
6. File reports pertaining to all misconduct and discipline measures taken as a result of misconduct.
7. Report any actions of vandalism or damage to the bus.
8. Never let any unauthorized person operate the bus entrusted to his/her care.
9. Never leave the bus with either the engine running or the keys in the ignition when students are aboard.

10. Never leave the bus following an accident or when becoming stranded if there are students aboard.
11. Operate the bus and supervise passengers in accordance with the provisions of the official Bus Drivers' Pupil Transportation Manual.
12. Perform all required pre-trip inspections to ensure the proper functioning of all safety, emergency, and mechanical equipment, and to ensure proper fuel, oil and fluid levels are maintained.
13. Keep the bus clean, both inside and out, including a daily check of lenses on all lights.
14. Maintain a prompt, uniform schedule on the bus route.
15. Report all violations where other drivers pass their bus while stopped with lights flashing and stop arm extended. Include make and color of vehicle, license number if possible, exact time and date and exact location of the violation.
16. Maintain all required logs and route records and reports in an accurate and timely manner.
17. Not depart on activity trips without the proper supervisors or chaperones on board the bus.
18. Will not carry more passengers than specified for the size of bus being used.
19. Performs such other tasks and may be assigned related to driving a school bus.

TERMS OF EMPLOYMENT: Bus Drivers are considered as “at will” employees of the district and will work each school day when children are in attendance. They may volunteer for additional activity trips. Individual routes will be determined by the Transportation Supervisor and the administration and approved by the Board of Trustees.

EVALUATION: Performance will be evaluated annually by the Transportation Supervisor in accordance with state policy for licensed school bus drivers.