

JOB DESCRIPTION – BUS DRIVER

- Qualifications: Must be capable of doing manual labor, including lifting of 25 pounds regularly and as much as 50 pounds occasionally, walking, and climbing; have a valid Wisconsin Commercial Driver License (CDL) with a school bus driver endorsement and have the personality to work cooperatively with fellow employees and the general public maintaining a friendly, accommodating demeanor.
- Basic Function: Safely operate a school bus following Federal, State, and local laws governing the operation of vehicles in general and school buses in particular.
- Reports To: Transportation Director
- Job Goal: Transport students to and from school and events as well as any other authorized people including teachers, support staff, parents, and chaperones in a safe and efficient manner.
- Work Schedule: Regular full-time morning and afternoon bus route, a morning only, or an afternoon only bus route with hours determined by the bus route as planned and scheduled by the transportation director.

Responsibilities:

1. General Transportation
 - a. Follow requirements of the Wisconsin Department of Motor Vehicles.
 - b. Allow only students and district employees to ride the bus unless otherwise permitted by the administration.
 - c. Remain on the bus at all times when students are present.
 - d. Never leave the bus untended with the engine running and/or the key in the ignition when students are on the bus.
 - e. Maintain a regular schedule as permitted by weather conditions.
2. Vehicle Operations
 - a. Conduct a bus inspection prior to starting on regular route or extracurricular trip and report any problems to the transportation director.
 - b. Use school vehicles for school transportation purposes only.
 - c. Report all accidents no matter how minor as soon as possible to the transportation director.

3. Safety
 - a. Have the safety and health of riders as first concern.
 - b. Wear a seat belt at all times when the bus is in motion.
 - c. Report all injuries which occur on the bus to the transportation director.
 - d. Conduct a minimum of two emergency evacuation drills each year in accordance with state recommended procedures.
 - e. Do not exceed the maximum number of students on the bus.

4. Maintenance
 - a. Clean the bus interior exterior after all routes including extra-curricular trips.
 - b. Check the interior of the bus for damage following each bus run.
 - c. Report all other maintenance problems to transportation director.

5. Teacher and Pupil Relations
 - a. React cooperatively and in a friendly manner to reasonable staff and/or parent requests.
 - b. Maintain student discipline on the bus.
 - c. Complete and turn in to the transportation director discipline referral forms for any disruptive student misbehavior.
 - d. Stop at all assigned pick up points and discharge students only at authorized stops.
 - e. Transport only assigned students unless presented by a parent note authorized by the transportation director.
 - f. Be familiar with the designated guidelines for bus drivers and the rules for bus riders as outlined in the Student Handbooks and Board policies.
 - g. Take immediate action against students only to prevent harm to persons or property.

6. Other Responsibilities
 - a. Adhere to the policies, rules, and regulations as adopted by the Bonduel School Board.
 - b. As a representative of the District interact with the public in a courteous and professional manner.
 - c. Perform non-routine duties at the direction of the transportation director.

Cross Reference: EEAC School Bus Safety Program
 EEACA Bus Driver Examination, Training, and Responsibilities
 EEACC Student Conduct on Buses
 EEACD Use of Video Cameras on School Buses
 EEACE Drug and Alcohol Testing for Bus Drivers

Approved: January 5, 2009

Revised:

BUS DRIVER EVALUATION

Name _____		Superior	5
		Very Good	4
		Average	3
Date _____		Fair	2
		Poor	1

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(over)

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Comments: _____

_____ Supervisor _____ Date

_____ Employee _____ Date

The employee’s signature indicates that the employee has read the above evaluation and has received a copy and does not necessarily mean that the employee agrees with all the observations and comments. Employees are invited to attach any additional comments to this evaluation.