

## **Oelrichs School District JOB DESCRIPTION - Bus Driver**

### **1. QUALIFICATIONS/REQUIREMENTS:**

- A. Education Level: High School Diploma or equivalent preferred.
- B. Experience Desired: two (2) years' experience in bus driving preferred.
- C. Other Requirements: Regular attendance is essential. Maintain regular work hours. Ability to work unsupervised. Excellent driving record with the ability to obtain and maintain a Valid South Dakota Commercial Driver's License with required endorsements to operate district equipment, as assigned. Ability to communicate and follow written and oral communication. Ability to interact with students, including students with disabilities. Demonstrate basic computer skills, efficient work habits, and maintain safe work habits.
- D. Physical Requirements: Good physical health. Work requires climbing, sitting, stooping, crouching, reaching, pushing, pulling, grasping, and repetitive motions. Frequent walking and lifting, up to approximately 30 pounds and occasional lifting up to 40 pounds. Subject to outside environmental conditions, noise, vibration, road hazards, and atmospheric conditions. E. Working Conditions: Often subjected to extremes of cold below 32 degrees and heat above 100 degrees. Daily contact with students to provide an orderly and safe environment is required. Contact with parents and administrators' is required. Occasional contact with medical professionals may be required.

### **2. REPORTS TO:**

- A. Transportation Director
- B. Principal

### **3. SUPERVISES: Students (as it relates to safety issues involving transportation)**

### **4. BASIC FUNCTION/PURPOSE OF POSITION: Safely operate a passenger bus, for the purpose of safely transporting students over scheduled routes and/or to/from school district sponsored events; ensuring the school bus is operating safely; and ensuring the safety of students, during transport and while loading and unloading from the school bus.**

### **5. ESSENTIAL FUNCTIONS AND DUTIES:**

- A. Assists students and other passengers for the purpose of providing safe ingress and egress from buses including both emergency situations and normal transport.
- B. Assesses potential emergency situations for the purpose of taking appropriate action to protect the well-being of passengers.
- C. Directs students regarding safety for the purpose of enforcing rules, regulations, laws and safety.
- D. Perform a pre/post trip bus inspection daily. Inspects assigned vehicle (i.e. fuel level, brake system, oil levels, coolant, tire pressure, exterior condition, etc.) for the purpose of ensuring that the vehicle is in a safe operating condition. Inspects assigned vehicles (i.e. brake system, oil levels, coolant, tire pressure, exterior

condition, etc.) for the purpose of ensuring that the vehicle is in a safe operating condition.

- E. Drives school buses and/or vans for the purpose of transporting students over scheduled routes and/or special excursions.
- F. Keep supervisor advised of problems or potential problems with bus and/or equipment.
- G. Cleans assigned vehicles, both interior/exterior, for the purpose of maintaining appearance, sanitation and safety of vehicle.
- H. Special needs drivers will work with bus aides on setting up routes, contacting parents and keeping parents informed of route changes.
- J. Keep supervisor informed of needed route changes or safety issues.
- K. Informs school personnel of practices and incidents (e.g. rules, regulations, laws, procedures) for the purpose of providing information for follow up action and/or proper procedures.
- L. Keep accurate seating charts student rosters with stops and times so a substitute can fill in as needed. Prepares documentation for the purpose of providing written support and/or conveying information.
- M. Will be required to drive in adverse weather conditions.
- N. Attend mandatory training for the purpose of maintaining skills and meeting requirements for school bus certificate.
- O. Immediate supervisor will determine route assignment and work schedule.
- P. Maintain confidentiality regarding school/workplace matters.
- Q. Monitor and comply with federal, state and district policies and procedures.
- R. Perform other duties as assigned.

6. EVALUATION: Performance of this position will be evaluated in accordance with provisions of the board of education's policy on evaluation for support staff.

7. TERMS OF EMPLOYMENT: Nine (9) month work year. Salary and work year as established by the board of education. The above description is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.