

Bottineau Public School District

Bus Driver Job Description

Qualifications:

1. High school diploma or GED.
2. A valid ND Class B Driver's License with passenger bus endorsement.
3. Air brake endorsement if driving bus with air brakes.
4. Excellent driving record.
5. Pass required physical every two years.
6. Participate in drug and alcohol testing as required.
7. Ability to work and communicate with a variety of people.
8. Ability to use computers and other forms of technology.

Reports to:

The Transportation Supervisor

Supervisory Responsibilities:

NA

Performance Responsibilities:

1. Obeys all traffic laws.
2. Observes all mandatory safety regulations for school buses including fire drills.
3. Maintains appropriate discipline and enforces district bus rider policies and reports problem student riders to the appropriate principal.
4. Keeps assigned bus clean.
5. Checks bus before each operation according to the District's bus inspection and safety guidelines.
6. Immediately notifies Transportation Supervisor of mechanical failures and accidents.
7. Keeps assigned schedule and transports only authorized students.
8. Submits weekly, monthly, and annual reports, logs, and other records as required by the district and state and federal agencies.
9. Maintains a high level of ethical behavior and confidentiality.
10. Participates in required in-service training and workshops.
11. Completes other duties as assigned by the Transportation Supervisor, principals and Superintendent.

Evaluation:

Job performance is evaluated in accordance to district guidelines by the Transportation Supervisor.

Date adopted: December 2014