

MIO AUSABLE SCHOOLS

Job Description

Position Title: Bus Driver

Qualifications (general):

1. Earned high school diploma.
2. Ability to pass a physical examination.
3. Criminal records check, including livescan fingerprinting, to reveal no felony convictions; also, misconduct check.
4. Be capable of performing and successfully completing the tasks & responsibilities of this position.
5. Demonstrates personal reliability, dependability and initiative.
6. Possesses the ability to get along with others, to follow directions, and to work independently.
7. Shows pride in doing a job well, and recognize the job as important and essential to the smooth running of the total educational program.
8. Demonstrates good personal habits: mature and responsible judgment, honesty, patience, friendliness, industriousness, good appearance.
9. Demonstrates ability to read, write and use basic math at proficiency level appropriate to do tasks of position.
10. Positive human relations skills essential in working with students, staff, public.

Qualifications (job):

1. Possesses a valid C.D.L. Class-B chauffeur's license.
2. Meets other bus driver certification requirements:
 - a. Has completed Michigan School Bus Driver Safety Education course.
 - b. Has passed the final examination satisfactorily.
 - c. Meets current and future Department of Education competency levels of driving skills.
 - d. Meets current and future Department of Education standards for past driving performance, including past motor vehicle operator violations (personal, business)
3. Enjoys working with elementary and secondary students, including special needs students and is sensitive to their needs.
4. Uses respectable language at all times.
5. Is emotionally stable.
6. In addition to being able to successfully pass a physical examination and TB test as noted above, a bus driver shall be able to successfully pass drug & alcohol testing prior to hire and randomly when employed.
7. Is willing and able to learn new techniques related to job duties.
8. Is willing to accept overtime and/or extra trips with adequate notice, except in emergencies, from the Supervisor.
9. Ability to detect improperly functioning equipment entrusted to his/her care.
10. Accepts interruptions, weather related contingencies, delays as part of a bus driver's job.
11. Accepts problems caused by others as challenges to be resolved, rather than as a source of criticism.
12. Accepts constructive criticism.
13. Has excellent attendance record.
14. Such alternatives to the above qualifications as the administration may deem appropriate, reasonable and necessary for specific assignments.

Essential Job Duties:

1. Be able to perform at a level demonstrating mobility, willingness and reasonable time management, observation via visual and auditory senses, driving and human relations skills, the following: driving a school bus safely in all weather conditions and managing riders (pupils and adults) in a manner which promotes accident free, complaint free school bus service.

Performance Responsibilities:

1. Operates all types of vehicles used to transport pupils in the school district.
2. Be familiar with the geographic service area of the school district.
3. Demonstrates knowledge of and complies with local, state, and federal rules, regulations, ordinances, and laws relating to school bus operation.
4. Be alert and exercise good judgment concerning emergencies, disabled vehicles, and abnormal driving conditions.
5. Conducts pre and post trip inspections for each regular run or extra trip.
6. Fill fuel tank as necessary; do not start run with low fuel.
7. Follows established routes and designated bus stops.
8. Operates bus on approved time schedule.
9. Cleans bus upon returning to compound or garage.
10. Reports defective equipment to the Transportation Supervisor on the appropriate form.
11. Drives with the safety of students as the first priority.
12. Drives defensively under varying traffic conditions and inclement weather.
13. Conducts emergency evacuation drills in accordance with Department of Education guidelines.
14. Reports bus accidents, student injuries to law enforcement agencies and the Transportation Supervisor on appropriate forms.
15. Assist in injury treatment in emergencies, when necessary.
16. Be accountable on regular runs for the number and names of students on your bus.
17. Certain situations may require clean-up of vomit, urine, excrement, blood.
18. Provides students with behavior expectations forms and be responsible for getting signed parent acknowledgment forms back to Supervisor. Be responsible for communication with parents about student misbehavior as it develops.
19. Enforces all school district bus rules and regulations as exist or may be developed.
20. Maintains individual behavior logs, if needed; writes up student behavior referrals as necessary.
21. Attends parent meetings at the request of the Transportation Supervisor or Principal.
22. Informs Transportation Supervisor of any unusual incidents or circumstances.
23. Exhibits respectable image as employee of district and community representative.
24. Maintains good rapport with students, parents, other drivers, supervisor, administrators, other staff.
25. Maintains trip logs, as directed, on extra trips.
26. Develops and maintains route maps.
27. Advises students in loading & unloading zones as to proper behavior while waiting for a school bus or disembarking from same.
28. Remains on the bus during students loading and unloading; if essential to leave bus for student management or vehicle check reasons, the driver is to turn off engine and remove key.
29. Checks for proper authorization to ride bus other than one assigned, or to board or disembark at a location different from the norm.
30. Uses proper "on-air" etiquette when using the bus radio.
31. Stresses student safety at all times, including proper boarding and exiting expectations.
32. Assigns seating as necessary or directed by supervisor.
33. Reports to police and supervisor those vehicles which cause an unsafe condition(s) for your bus: be alert to accurate vehicle description.
34. Reports personal absence (need for a sub) in accordance with expectations.

- 35. Accepts responsibility for driving extra trips.
- 36. Works with activity sponsors, coaches, chaperones, to ensure an orderly & timely trip and a safe bus.
- 37. Performs any other tasks or duties which may be assigned by the Supervisor.

Reports to and is evaluated by: Transportation Supervisor

Terms of employment: Per ESP/MEA/NEA Negotiated Contract

Signature

Date