



SCHOOL DISTRICT U-46
JOB DESCRIPTION
TRANSPORTATION DEPARTMENT
PROFESSIONAL SCHOOL BUS DRIVER

JOB DESCRIPTION REVISION DATE: 7/25/2011

POSITION TITLE: Professional School Bus Driver

DEPARTMENT: Transportation

REPORTS TO: AM and PM Office Managers

SUPERVISES: All functions related to areas of safely transporting the students of U-46.

POSITION GOAL:

To provide a safe and secure environment for the students of School District U-46 while transported to and from school and all other activities requiring the use of a school bus. Provide and maintain the highest level of professionalism and service at all times while fulfilling these functions and responsibilities.

ESSENTIAL FUNCTIONS:

1. Must obey all traffic laws and observe all mandatory safety regulations for school buses.
2. Must maintain appropriate driver license and endorsements as required by all state and federal regulations.
3. Maintain student discipline and report violations to the appropriate authorities.
4. Must ensure at least one-half (1/2) full fuel tank prior to parking the bus.
5. Assigned bus must be kept clean.
6. Adhere to assigned schedule.
7. Inspect bus before each operation for mechanical failure, complete necessary reports, and notify proper authority of mechanical failure.
8. Exercise responsible and professional leadership at all times.
9. Only transport authorized students; only discharge students at authorized stops.
10. Inspect the inside of the bus following each run and prior to exiting the bus for sleeping children and/or forgotten articles.
11. Must report all accidents/incidents and complete the required paperwork.
12. Enforce and adhere to all regulations set forth by the Board of Education.
13. Other duties as assigned.

KNOWLEDGE AND CRITICAL SKILLS:

1. Must have the ability to multi-task and work well under pressure while displaying professional and responsible leadership.
2. Must be a very safety oriented individual.
3. Must be able to obtain and maintain appropriate license and required endorsements.
4. Must have pleasant manner and ability to communicate effectively and professionally at all times.
5. Must be a team player with an excellent work ethic.
6. Be a role model at all times and demonstrate responsible and positive leadership.
7. Must be organized and detail oriented with the ability to read and understand maps and



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- route directions.
8. Must have a pleasant radio voice and the ability to remain calm in stressful/demanding situations.
 9. Must have the willingness and ability to relate to "today's student" with an open mind.
 10. Must practice defensive driving at all times.

EXPERIENCE:

1. Must have a valid driver's license and clean driving record.
2. Driving experience on narrow streets, congested neighborhoods, and busy highways in all weather conditions.
3. Previous experience interacting with children.
4. Customer service experience preferred.

Comments: The knowledge, critical skills, and experience listed above are typical for this position; however, any equivalent combination of education, training, and/or experience, may be acceptable.

ENVIRONMENTAL CONDITIONS:

1. Frequently work in congested traffic areas with exposure to construction, unsafe drivers, "road rage," and disgruntled customers.
2. Possible exposure to body fluids and airborne pathogens.
3. Exposure to diesel fuel, gasoline, and all other vehicular fluids and fumes.
4. Exposure to slippery, wet, and snowy conditions while walking and driving.
5. Exposure to extreme heat while driving.

PHYSICAL DEMANDS:

1. Ability to sit and drive a vehicle approximately 90% of the day.
2. Ability to work in a very fast paced and stressful environment 100% of the day.
3. Ability to safely and quickly evacuate all types of school buses used by U-46.
4. Ability to bend, kneel, and lift during the course of the normal work day.
5. Ability to effectively work within an often overcrowded, noisy, and distracting environment.

ADA:

The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

TERMS OF EMPLOYMENT:

This is a ten-month position. Salary per DUTU agreement and as approved by the Board of Education.



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EVALUATION:

Performance of this position will be evaluated in accordance with provisions of the Board's policy on evaluation of support service personnel.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____