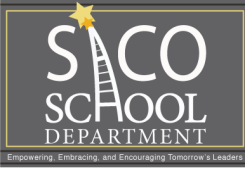


# School Bus Driver Job Description



## Saco School Department

### JOB DESCRIPTION

**JOB TITLE:** School Bus Driver  
**REPORTS TO:** Transportation Supervisor

**REVISED DATE:** 2/25/2015  
**FLSA STATUS:** Non-exempt

**JOB GOAL/PRIMARY PURPOSE:** To contribute to the operations of the Transportation department and enable each student to obtain successful and safe school and extracurricular transportation services offered by the school department.

#### **QUALIFICATIONS:**

#### **INCLUDING EDUCATION, CERTIFICATION, SKILLS, KNOWLEDGE, ABILITIES AND EXPERIENCE:**

- ✓ High School diploma or equivalent.
- ✓ Valid State of Maine Criminal History Records Check approval.
- ✓ At least 21 years of age.
- ✓ Valid Class B, CDL Maine Drivers License, P Endorsement and S Endorsement.
- ✓ Physical examination by a licensed Doctor of Medicine within 60 days prior to the date of employment.
- ✓ Must submit to Drug and Alcohol history check for DOT regulated testing and not have addiction to the use of alcohol or narcotic drugs.

#### **ESSENTIAL FUNCTIONS:**

Responsibilities may include but are not limited to the following:

##### **1. Transportation:**

- Conducts a daily exterior and interior safety check of bus and notifies maintenance of any mechanical issues.
- Assumes personal responsibility for obeying all traffic laws and for compliance with the regulations of the Maine Association of Pupil Transportation governing the operation of school buses.
- Maintains discipline when students are on bus. Enforces rules/regulations for student conduct and behavior while on school bus.
- Reports behavior problems to the appropriate administrator.
- Picks up and drops off students at regularly scheduled locations following strict time schedules.
- Accounts for the pickup and drop off of all students.
- Transports only authorized students.
- Receives training in CPR and first aid procedures including use of epi-pens yearly.
- Reports all accidents and completes required reports.

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- Cleans interior of bus daily and washes exterior as needed.

**2. Other:**

- Performs other tasks relevant to Transportation department as assigned by Director of Maintenance/Transportation and/or Transportation Supervisor from time to time.

**TERMS OF EMPLOYMENT:** Per negotiated collective bargaining agreement.

**EVALUATION:** Annually by Director of Maintenance/Transportation and Transportation Supervisor.

*Note: This job description reflects the general requirements necessary to describe this job's functions and responsibilities and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job.*

**SIGNATURES:**

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_