

**BEMIDJI AREA SCHOOLS**  
**POSITION JOB DESCRIPTION**

ORIGINATION DATE 9-18-86

LAST REVISION DATE 5-22-01

BAND & GRADE B-2-1-4

POSITION TITLE Bus Driver

IMMEDIATE SUPERVISOR Transportation Coordinator

Job Summary (Basic Purpose of Position)

SUPERVISOR \_\_\_\_\_

EMPLOYEE \_\_\_\_\_

Note: The signature of the supervisor and employee indicates they have read this job description and agree with its contents

Transport children to and from school in a safe and timely manner; perform safety checks of bus, maintain records and monitor student behavior.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% OF TIME D,W	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What Yoy Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.0 Drive school bus 1.01 Drive school bus in accordance with laws, rules and regulations established by the State of Minnesota and/or the school district. 1.02 Make daily pre-trip and post-trip inspection according to policy and determining if replacement bus is needed. 1.03 Follow proper warm-up and cool-down procedures for diesel buses. 1.04 Schedule bus maintenance. 1.05 Maintain fuel supply in tanks and other fluids. 1.06 Plug in bus during cold weather. 1.07 Clean bus inside and out. 1.08 Determine when maintenance is required and report in writing any bus deficiencies or repairs as needed. 1.09 Follow route schedules, times and changes as established by the transportation department. 1.10 Supply transportation department with information to keep computer routing system and student lists current.	B  A  A  A  A  A  A  A  A  A	D 100  D  D  A 1  D  D 1  D  D 100  D		<b>KNOWLEDGE</b> 1. Pre-trip and post-trip inspection procedures. 2. School bus mechanical operation and performance. 3. Vehicle maintenance schedules. 4. Computer card operated fuel pumps. 5. School bus laws, rules and regulations of the school district and the State of Minnesota. 6. Students, names, route schedules and changes. 7. Emergency procedures, including but not limited to first aid kits, fire extinguishers and emergency evacuation. 8. Operation of the two-way radio including the use of 10 codes. 9. Roads and highways. 10. Roadway hazards. 11. District policy relating to student behavior. 12. District policy relation to student discipline.	1.01 School bus was driven according to the laws, rules and regulations of Minnesota.  1.02 Pre-trip and post-trip inspections were made determining that the vehicle was in safe operation condition. 1.03 Procedures for warm-up and cool-down were followed. 1.04 School bus was brought in for maintenance on schedule. 1.05 Adequate fuel supplies and records were maintained as required. 1.06 Bus started during cold weather. 1.07 Bus was kept clean at all times. 1.08 Bus deficiencies were reported and maintenance was scheduled in a timely manner.  1.09 Route schedules, times and changes were maintained and followed.  1.10 Information on computer routing system was accurate.

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1.11 Recommend any route changes advantageous to the transportation department and the school district.	B	D		SKILLS	1.11 Route recommendations were reported to the transportation coordinator in a timely manner.
1.12 Report late trips to transportation department.	A	M		1. Observation.	1.12 Transportation department was informed of lateness and lateness lists were maintained.
1.13 Report involved accidents to the transportation office, following district procedures.	A	D		2. Current commercial drivers license with school bus endorsement.	1.13 Accidents were reported and procedures followed.
1.14 Determine when disciplinary intervention is required and complete appropriate reports and file them with the transportation office staff.	A	D		3. Operation of two-way radio.	1.14 Discipline reports were filled out and filled out properly and timely.
1.15 Account for all students during emergency conditions.	B	D		4. Defensive driving.	
1.16 Administer medication as authorized by medical personnel.	A	D		5. Winter driving skills.	1.15 Students were accounted for according to district guidelines.
1.17 Monitor student behavior, enforcing all rules within adopted administrative procedures and take appropriate action necessary to insure safety of all students.	B	D 100		6. Control student behavior.	1.16 Medications prescribed by a physician were administered according to directions.
1.18 Attend all meetings and in-service as required.	A	D		7. First aid	1.17 All rules and regulations regarding student behavior were monitored and reported according to administrative procedures established by the school district (SBR 500-10-1, SBR 700-40-4).
1.19 Provide transportation with necessary information for emergency call up.	A	A		ABILITY TO	1.18 All required meeting and workshops were attended.
1.20 Perform other assignments as requested.				1. Communicate mechanical problems to mechanics.	1.19 Information for emergency call-up was provided.
1.21 Be telephone accessible for call back for early dismissals and/or emergency evacuation of schools.	NB	A		2. Follow directions.	1.20 Other assignments were preformed in a timely manner as directed.
1.22 Maintain necessary physical conditioning consistent with commercial drivers license (CDL) requirements.	NB	D		3. Remain alert.	1.21 Responded to early dismissals or emergency evacuations in a timely manner as needed.
1.23 Maintain individual driving record in accordance with commercial drivers license (CDL) standards, including violations occurring in personal vehicles, which could result in disqualification.	NB	D		4. Remain calm in emergency situations.	1.22 Maintained current MNDOT physical.
1.24 Submit to Pre-employment, Reasonable suspicion, Random, Post-accident, Return to duty and Follow-up testing for drugs and alcohol in accordance with 49 CFR, Part 382.	NB	D		5. Communicate with children of all ages.	1.23 Maintained current Minnesota commercial drivers license (CDL) with school bus endorsement.
				6. Communicate with parents.	1.24 Submitted to drug and alcohol testing as required.
				7. Administer prescribed medications.	