

POSITION JOB DESCRIPTION

Position Title Special Ed Bus Driver Band/Grade B-2-1-4  
 Immediate Supervisor Transportation Coordinator Job Summary (Basic Purpose of Position)

Coordinator of Transportation Supervisor Employee Transport students to and from school safely

MAJOR JOB FUNCTION: Drive a Special Ed. school bus in a safe manner.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% of TIME D,W, M,A,Q	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty or Function	PERFORMANCE STANDARDS How Will You Know the Job is Done
1. Drive school bus in accordance with laws, rules and regulations established by the State of Minnesota and/or the School District.	B	D 60		Knowledge of: 1. Laws, rules and regulations of the School District and State of Minnesota, as related to driving a Sp. Ed. bus	1. School bus was driven safely and all laws, rules and regulations were observed and obeyed.
2. Make daily pre-trip and post-trip inspection according to policy.	A	D 1		2. Student names and route schedules.	2. Pre-trip and post-trip inspections were made in accordance with established policy.
3. Keep bus clean, inside and out.	A	D 2		3. School bus discipline policy and rules.	3. Bus was kept clean at all times.
4. Follow route schedules and times as established by the Transportation Department	A	D		4. Emergency procedures, including but not limited to first aid kits, fire extinguishers, two-way radios and emergency evacuation.	4. Route schedules and times were maintained and followed.
5. Notify the transportation department of any route changes that may be advantageous to the district.	B	D		5. School bus mechanical operation.	5. Department was informed of any advantageous route changes.
				6. Roads and highways	
				7. Roadway hazards	
				8. Required reports	

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6. If over ten minutes late, report amount of time bus is late to the transportation office and maintain such lateness for that trip.	A	M		Ability To: 1. Follow directions 2. Communicate 3. Remain calm 4. Remain alert 5. Monitor students while driving	6. Late buses were reported and then operated in a timely manner.
7. Maintain and enforce student discipline in accordance with established school district policy reporting all incidents to the transportation office daily.	B	D	28	Skills: 1. Operate two-way radio 2. Licensed school bus driver 3. First aid certificate 4. Operate a wheelchair lift	7. Student discipline procedures were followed in accordance with district policy. Incidents were reported and turned in in a timely manner
8. Maintaining current bus rider lists, mileage and route time schedules and necessary reports.	A	W	4		8. Bus lists were kept current. Mileage and route schedules were reported in a timely manner as requested.
9. Report in writing any bus deficiencies or repairs needed.	A	D	2		9. Bus deficiencies were reported.
10. Maintain fuel supply in tanks.	A				10. Adequate fuel supplies and records were maintained as required
11. Report all accidents to the transportation office and if involved, remain at the scene until advised to continue on by the transportation department personnel and/or law enforcement officer.					11. All accidents were reported and required reports made in a timely manner. Remained at accident scene until advised to continue.

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12. Attend all required meetings.	A			12. All required meetings were attended.
13. Maintain a current license with school bus endorsement and first aid certificate.				13. All required licenses and certificates were maintained on a current basis.
14. Perform duties as required in the transportation of Handicapped students	A			14. Duties were performed as required
15. Perform other assignments as requested by immediate supervisor.	A			15. Other assignments were performed in a timely manner.