

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE 9/18/1986
 LAST REVISION DATE 5/22/2001
 BAND & GRADE B-2-1-4

POSITION TITLE Bus Driver

IMMEDIATE SUPERVISOR Transportation Coordinator

Job Summary (Basic Purpose of Position)

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

SUPERVISOR

EMPLOYEE

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

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You 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					
1.00 Drive school bus.				KNOWLEDGE:	
1.01 Drive school bus in accordance with laws, rules and regulations established by the State of Minnesota and/or the school district.	B	D 100		1. Pre-trip and post-trip inspection procedures	1.01 School bus was driven according to the laws, rules and regulations of Minnesota.
1.02 Make daily pre-trip and post-trip inspection according to policy and determining if replacement bus is needed.	A	D		2. School bus mechanical operation and performance	1.02 Pre-trip and post-trip inspections were made determining that the vehicle was in safe operation condition.
1.03 Follow proper warm-up and cool-down procedures for diesel buses.	A	D		3. Vehicle maintenance schedules	1.03 Procedures for warm-up and cool-down were followed.
1.04 Schedule bus maintenance.	A	A 1		4. Computer card operated fuel pumps	1.04 School bus was brought in for maintenance on schedule.
1.05 Maintain fuel supply in tanks and other fluids.	A	D		5. School bus laws, rules and regulations of the school district and the State of Minnesota	1.05 Adequate fuel supplies and records were maintained as required.
1.06 Plug in bus during cold weather.	A	D 1		6. Students, names, route schedules and changes	1.06 Bus started during cold weather.
1.07 Clean bus inside and out.	A	D		7. Emergency procedures, including but not limited to first aid kits, fire extinguishers and emergency evacuation	1.07 Bus was kept clean at all times.
1.08 Determine when maintenance is required and report in writing any bus deficiencies or repairs as needed.	A	D		8. Operation of the two-way radio including the use of 10 codes	1.08 Bus deficiencies were reported and maintenance was scheduled in a timely manner.
1.09 Follow route schedules, times and changes as established by the transportation department.	A	D 100		9. Roads and highways	1.09 Route schedules, times and changes were maintained and followed.
1.10 Supply transportation department with information to keep computer routing system and student lists current.	A	D		10. Roadway hazards	1.10 Information on computer routing system was accurate.
1.11 Recommend any route changes advantageous to the transportation department and the school district.	B	D			1.11 Route recommendations were reported to the transportation coordinator in a timely manner.
1.12 Report late trips to transportation department.					

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1.13 Report involved accidents to the transportation office, following district procedures.	A	M		11. District policy relating to student behavior	1.12 Transportation department was informed of lateness and lateness lists were maintained.
1.14 Determine when disciplinary intervention is required, complete appropriate reports and file them with the transportation office staff.	A	D		12. District policy relation to student discipline	1.13 Accidents were reported and procedures followed.
1.15 Account for all students during emergency conditions.	A	D		SKILLS:	1.14 Discipline reports were filled out and filled out properly and timely.
1.16 Administer medication as authorized by medical personnel.	B	D		1. Observation	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.	A	D		2. Current commercial driver's license with school bus endorsement	1.16 Medications prescribed by a physician were administered according to directions.
1.18 Attend all meetings and in-service as required.	B	D 100		3. Operation of two-way radio	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	D		4. Defensive driving	1.18 All required meeting and workshops were attended.
1.20 Perform other assignments as requested.	A	A		5. Winter driving skills	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		6. Control student behavior	1.20 Other assignments were performed in a timely manner as directed.
1.22 Maintain necessary physical conditioning consistent with commercial driver's license (CDL) requirements.	NB	D		7. First aid	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 driver's license (CDL) standards, including violations occurring in personal vehicles, which could result in disqualification.	NB	D		ABILITY TO:	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		1. Communicate mechanical problems to mechanics	1.23 Maintained current Minnesota commercial driver's license (CDL) with school bus endorsement.
				2. Follow directions	1.24 Submitted to drug and alcohol testing as required.
				3. Remain alert	
				4. Remain calm in emergency situations	
				5. Communicate with children of all ages	
				6. Communicate with parents	
				7. Administer prescribed medications	