

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

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

POSITION TITLE Special Ed Bus Driver

IMMEDIATE SUPERVISOR Transportation Coordinator

Job Summary (Basic Purpose of Position)

SUPERVISOR

EMPLOYEE

Transport students to and from school safely. Drive a special ed. school bus in a safe manner.

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					
1.01 Drive school bus in accordance with laws, rules and regulations established by the State of Minnesota and/or the school district.	B	D60		Knowledge of: 1. Laws, rules and regulations of the School District and State of Minnesota, as related to driving a Sp. Ed. Bus 2. Student names and route schedules 3. School bus discipline policy and rules 4. Emergency procedures, including but not limited to first aid kits, fire extinguishers, two-way radios and emergency evacuation 5. School bus mechanical operation 6. Roads and highways 7. Roadway hazards 8. Required reports	1.01 School bus was driven safely and all laws, rules and regulations were observed and obeyed.
1.02 Make daily pre-trip and post-trip inspection according to policy.	A	D1			1.02 Pre-trip and post-trip inspections were made in accordance with established policy.
1.03 Keep bus clean, inside and out.	A	D2			1.03 Bus was kept clean at all times.
1.04 Follow route schedules and times as established by the Transportation Department.	A	D			1.04 Route schedules and times were maintained and followed.
1.05 Notify the transportation department of any route changes that may be advantageous to the district.	B	D			1.05 Department was informed of any advantageous route changes.
1.06 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			1.06 Late buses were reported and then operated in a timely manner.
1.07 Maintain and enforce student discipline in accordance with established school district policy reporting all incidents to the transportation office daily.	B	D28			1.07 Student discipline procedures were followed in accordance with district policy. Incidents were reported and turned in in a timely manner.

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

1.08 Maintaining current bus rider lists, mileage and route time schedules and necessary reports.	A	W4		Ability to: 1. Follow directions 2. Communicate 3. Remain calm 4. Remain alert 5. Monitor students while driving Skills: 1. Operate two-way radio 2. Licensed school bus driver 3. First aid certificate 4. Operate a wheelchair lift	1.08 Bus lists were kept current. Mileage and route schedules were reported in a timely manner as requested.
1.09 Report in writing any bus deficiencies or repairs needed.	A	D2			1.09 Bus deficiencies were reported.
1.10 Maintain fuel supply in tanks.	A				1.10 Adequate fuel supplies and records were maintained as required.
1.11 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.					1.11 All accidents were reported and required reports made in a timely manner. Remained at accident scene until advised to continue.
1.12 Attend all required meetings.	A				1.12 All required meetings were attended
1.13 Maintain a current license with school bus endorsement and first aid certificate.					1.13 All required licenses and certificates were maintained on a current basis.
1.14 Perform duties as required in the transportation of handicapped students.	A				1.14 Duties were performed as required.
1.15 Perform other assignments as requested by immediate supervisor.	A				1.15 Other assignments were performed in a timely manner.