Midwest Central CUSD #191
Job Description

Job Title: Bus Driver	
Department: Transportation	**Location(s):** District
Position Reports to (name and title): Director of Transportation; additional supervision provided by the Assistant Director of Transportation and district administration	
Completed By and Date: Dr. Hellrigel (11/2026)	
Exemption Status:	

Position Summary

Provide safe, dependable transportation for students to and from school and school-sponsored activities. Operate assigned vehicles, follow established routes and schedules, maintain an orderly transportation environment, complete required inspections and records, and respond appropriately to student needs and emergencies.

Essential Duties and Responsibilities

Safe Vehicle Operation and Route Responsibilities

- Operate district transportation vehicles safely and courteously in accordance with applicable traffic laws, licensing requirements, district policies, and transportation procedures.
- Follow assigned routes, designated student stops, and established schedules. Obtain authorization for route or stop changes as required by the transportation handbook.
- Transport only authorized passengers. Follow district procedures for bus passes, student release, and verification of parent or guardian identity.
- Begin the morning pre-trip inspection 20 minutes before departure. Arrive at schools with sufficient time to line up before student dismissal.
- Do not leave designated stops before the scheduled time without authorization from the Director of Transportation.
- Follow established procedures for loading, unloading, student crossings, railroad crossings, backing, and use of warning lights, stop arms, and crossing arms.
- Drive defensively, maintain awareness of traffic and road conditions, and promptly report hazards, delays, or conditions affecting safe transportation.
- Wear the driver's seat belt while operating the vehicle. Follow district restrictions on cell phones, headsets, and other distractions.
- Become familiar with directions, destinations, parking arrangements, and transportation needs before field trips and extracurricular trips.
- Coordinate trip arrangements with the supervising teacher or coach and remain available at the destination as required by the transportation handbook.

Student Supervision and Assistance

- Maintain a safe, orderly transportation environment and consistently reinforce district student behavior expectations, including Raider P.A.T.H.
- Monitor students during boarding, transportation, and exiting while maintaining primary attention to safe vehicle operation.
- Work cooperatively with assigned monitors to address student needs, seating, behavior, and transportation safety.
- Ensure students remain appropriately seated and that aisles and emergency exits remain clear.
- Provide or coordinate assistance for students who need help boarding, exiting, or using assigned seating and

safety equipment, including students with transportation needs identified in an Individualized Education Program (IEP).

- When assigned and trained, operate wheelchair lifts and ensure wheelchairs, child safety seats, and other required restraints are properly secured.
- Address student behavior calmly, fairly, and respectfully. Stop and secure the bus before addressing behavior requiring immediate intervention.
- Submit discipline referrals promptly through the Director of Transportation. Refer decisions concerning removal of a student from the bus to authorized administrators or law enforcement.
- Enforce district transportation rules regarding food, beverages, electronic devices, and other passenger conduct.

Vehicle Inspections and Student Checks

- Complete and document required pre-trip and post-trip inspections of each vehicle operated, including substitute vehicles.
- Inspect vehicle components and safety equipment according to the transportation department's inspection procedures.
- Immediately report vehicle damage, mechanical defects, warning indicators, or other unsafe conditions to the Director of Transportation. Do not operate a vehicle with a condition that makes it unsafe.
- Personally inspect the entire bus at the end of each run and trip to ensure no students remain. Walk to the rear and check on and beneath all seats, regardless of whether a monitor has also checked the bus.
- Follow district shutdown procedures, including shutting off the ignition, ensuring interior lighting is available, completing the student check, and operating the child-check alarm system as equipped.
- Place the "This bus has been checked for sleeping children" sign after completing the required inspection, unless transportation administration performs this step.
- Check for belongings, damage, and other concerns before securing and leaving the vehicle.

Emergency Preparedness and Response

- Become familiar with district crisis management procedures, emergency equipment, communication protocols, and evacuation procedures.
- Conduct required student evacuation drills, including the district's annual drill by October 1.
- Assess immediate safety conditions during an emergency, determine whether evacuation is necessary, and direct students to safety using established procedures.
- Account for all students during and after an emergency and provide physical assistance as needed.
- Immediately report accidents, injuries, medical emergencies, and other serious incidents. Contact emergency services when necessary and follow district notification procedures.
- Maintain student supervision and follow required student evaluation and release procedures after an accident.
- Complete required accident and incident reports and participate in post-accident testing when applicable.
- Follow bloodborne pathogen precautions and use appropriate protective equipment when responding to illness, injury, or bodily fluid cleanup.

Route Records and Communication

- Maintain an accurate bus binder containing current route descriptions, maps, student rosters, seating charts, and required emergency contact information.
- Submit initial route information by September 1, review the binder on the last Wednesday of each month, and provide updates to the Director of Transportation.
- Complete and submit required inspection reports, mileage records, fuel records, time records, trip documentation, and special education transportation records.
- Use the two-way radio for necessary work-related communication and follow established radio procedures.
- Promptly communicate student transportation concerns, missed midday pickups, route issues, and stop-arm violations to the appropriate district personnel.

- Protect confidential student, family, employee, and district information. Return outdated student route sheets to the transportation office for secure disposal.

Vehicle Cleanliness and Security

- Maintain a clean, orderly vehicle, including sweeping the floor, emptying trash daily, and cleaning up student illness using appropriate supplies and precautions.
- Keep windows, mirrors, the driver's area, aisles, and emergency exits free of obstructions.
- Maintain required fuel levels and follow fueling, fuel-recording, anti-idling, and cold-weather operating procedures.
- Fuel only with the engine off and no students aboard. Remain with the vehicle during fueling and follow restrictions on smoking and cell phone use.
- Secure windows, shut down vehicle equipment, and return keys to the designated location. Do not take district vehicles home or use them for personal purposes without authorization.
- Confirm required emergency supplies and equipment are available and report items needing replacement or service.

Professional Responsibilities

- Maintain dependable attendance and punctuality. Follow district leave procedures and provide advance notice of absences whenever possible.
- Maintain professional conduct, language, and appearance, including required uniforms, identification, and appropriate footwear.
- Attend required safety meetings, initial training, annual refresher courses, and other assigned training.
- Maintain required licenses, endorsements, permits, and medical qualifications, and keep current documentation on file with the district.
- Immediately report citations, arrests, license changes, or other circumstances affecting driving eligibility to the district.
- Comply with applicable drug and alcohol testing requirements.
- Remain flexible regarding vehicle assignments, routes, schedules, and student needs.
- Perform other duties as assigned.

Terms of Employment

- Workdays, daily hours, and employment period will be confirmed by the Director of Transportation.
- Work schedules are based on assigned routes and transportation needs and may include split shifts, midday routes, field trips, extracurricular trips, evenings, or overnight assignments.
- Begin morning pre-trip inspections 20 minutes before departure and allow sufficient time for required inspections, fueling, cleaning, and documentation.
- Work additional hours or overtime when assigned, including assignments made on short notice.
- Route and vehicle assignments may change based on district needs.
- Compensation, minimum route pay, leave, and other employment provisions will follow applicable district policies and approved employment terms.

Skills, Education and Experience

- *Must be at least 21 years of age.*
- *Possess or obtain, before transporting students, a valid commercial driver's license of the appropriate classification, required passenger and school bus endorsements, and an Illinois School Bus Driver Permit.*
- *Meet applicable driving-history requirements and maintain a driving record that qualifies the employee to operate a school bus.*
- *Successfully complete required fingerprinting, background checks, medical examinations, drug and alcohol screening, and licensing examinations.*

- *Complete required initial classroom and behind-the-wheel training and maintain annual refresher training and permit renewal requirements.*
- *Ability to operate assigned vehicles safely, recognize vehicle defects, and perform required inspections.*
- *Ability to read maps, follow route directions, maintain schedules, and complete accurate records.*
- *Ability to supervise students, respond calmly to challenging behavior, and communicate effectively with students, families, monitors, and district personnel.*
- *Ability to exercise sound judgment and respond appropriately to traffic hazards, changing weather, vehicle problems, and emergencies.*
- *Ability to sit for extended periods, operate vehicle controls, climb bus steps, bend, reach, and move throughout the vehicle to complete inspections and student checks.*
- *Ability to assist students and perform emergency evacuation duties, with or without reasonable accommodation.*
- *Ability to learn and safely operate specialized transportation equipment when assigned.*

Supervisory Responsibilities – Supervise students during transportation, boarding, exiting, and emergencies. Coordinate student safety responsibilities with assigned monitors. No employee supervisory or evaluation responsibilities are assigned.

Decision-Making Responsibility (if applicable) – Exercise judgment in safely operating the vehicle, responding to road and weather conditions, managing immediate student safety concerns, and determining whether emergency evacuation is necessary. Follow established transportation procedures and promptly seek direction from the Director of Transportation, Assistant Director of Transportation, or district administration when needed. Obtain required authorization for route changes, student transportation exceptions, and other matters outside the driver's assigned authority.

Additional Information – Perform duties in accordance with the district's Transportation Handbook and applicable Board of Education policies. Board policies govern if a conflict exists with the handbook.

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Employee Signature: _____ _____

Date

Supervisor Signature: _____ _____

Date