

JOB DESCRIPTION

Wood Dale School District 7

TITLE: School Bus Driver

QUALIFICATIONS:

High School Diploma or equivalent
Commercial Driver's License (CDL)
Communicate & Follow Directions in English
Basic Computer Skills
Pass Department of Transportation (DOT) Physical
Pass Department of Transportation (DOT) Drug Test
Pass Online Training as Required by District
Pass Two-hour Refresher Class or 8-hour Initial Class
Must Maintain a Good Driving Record
Certified in Cardiopulmonary Resuscitation (CPR)

REPORTS TO: Transportation Coordinator

PERFORMANCE RESPONSIBILITIES:

1. Responsible for operating a school bus to and from school and various activities.
2. Operates the vehicle safely over an assigned route, picking up and delivering only authorized students at assigned bus stops and watches to ensure no one is left behind.
3. Checks with Coordinator for any changes or new students.
4. Conducts pre-trip safety inspections as required by federal and state laws.
5. Checks all mechanical fluids daily and reports mechanical failures to transportation coordinator
6. Keeps assigned time schedules.
7. Obeys all traffic laws and transportation practices as outlined in CDL manual, District 7 Bus Driver handbook, School Board Policy and local ordinances.
8. Observes all mandatory safety regulations for school buses and keeps all emergency exits clear of obstructions.
9. Maintains student discipline on the bus and enforces rules governing student conduct.
10. Reports discipline problems to Transportation Coordinator and files appropriate paperwork.
11. Conducts bus evacuation drills.
12. Reports all accidents immediately, requesting police or ambulance service as needed, assists injured students until services arrive, and complete accident reports.
13. Reports to work early to performs snow removal from buses when necessary.
14. Exercises responsible leadership and appropriate behavior.
15. Participates in all required training.
16. Submits to random drug testing when required.
17. Maintains a CDL license as required by the Illinois Department of Transportation and maintains CPR certification.
18. Keeps assigned bus clean.
19. Consults with Transportation Coordinator regarding suggested changes to route.
20. Picks up and lets off students only at authorized stops.
21. Checks bus at the end of each route to guarantee that all students have departed.
22. Performs any other related duties as assigned by the Transportation Coordinator.

EVALUATION: Performance of this job will be evaluated annually accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

TERMS OF EMPLOYMENT: As defined by the Board's policy of Classified Personnel.

05/19