

East Moline District #37
East Moline, Illinois

JOB DESCRIPTION

TITLE: Bus Driver

QUALIFICATIONS: Each school bus driver shall:

1. Hold a valid Illinois CDL License an Illinois School Bus Driver's Permit
2. Pass the annual bus driver physical examination
3. Be age twenty-five (25) years or older, in accordance with Illinois School Bus Curriculum
4. Have at least three (3) year's experience driving a vehicle
5. Have no convictions of reckless driving
6. Have had no revocation of drivers license
7. Must not have had an unsatisfied judgment as the result of an accident
8. Possess the aptitude and ability to work in a team-oriented environment devoted to serving District #37 students and their families
9. Possess the ability to communicate amicably and effectively with students, co-workers, supervisors, teachers, administrators, parents, and staff.

REPORTS TO: Director of Transportation

PRIMARY FUNCTION:

To provide each student with safe and efficient transportation, to receive the fullest advantage of all curricular and extracurricular activities offered by the district's schools

PERFORMANCE RESPONSIBILITIES:

1. Operate the school bus in conformity with applicable State and local regulations, with an emphasis on safety
2. Enforce the district's rules and regulations, in accordance with Board policy.
3. Maintain and communicate expectations for appropriate standards of behavior for bus passengers
4. Maintain a consistent and timely route schedule
5. Maintain regular attendance and punctuality for work assignments, reporting absences in accordance with department policy
6. Responsible for reporting inappropriate behavior in accordance with department and district policies

7. Responsible for daily pre-trip and post-trip inspections of bus and appropriate reporting of repair or maintenance vehicle or equipment needs
8. Responsible for compliance with Illinois State School Bus Curriculum in emergency situations
9. Maintain a clean school bus
10. Responsible for properly securing the bus prior to exiting and fueling
11. Responsible for instructing students on safety and bus-riding regulations in accordance with State guidelines.
12. Responsible for immediate reporting of all accidents to the Director of Transportation or designee, completing required reports as directed.
13. Assist students on and off school vehicles as appropriate, making sure they are safely seated and using additional security devices, when applicable.
14. Perform other duties as directed by the Director of Transportation

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board of Education

EVALUATION:

Performance of this job will be evaluated in accordance with applicable Board Policy and Collective Bargaining Agreement.

DEPARTMENT: Transportation

FLSA Status: Non-Exempt

WORKING ENVIRONMENT:

Generally requires 80% sitting, 20% walking and/or standing, and a moderate amount of crouching, kneeling, bending, climbing, pushing or pulling. Must be able to lift up to 40 pounds. Other physical requirements as determined in the annual school bus physical examination. This job is generally performed in a vehicle, outdoors, under a wide variety of temperature variations.