

**BUS DRIVER**

- QUALIFICATIONS:**
1. Certification/License for the State of Wisconsin
  2. Adaptable to working with children
  3. Physically fit according to certification standards
  4. Good driving record
  5. Able to maintain discipline for safety of the children

**REPORTS TO:** Transportation Supervisor

**JOB GOAL:** To provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the District's curriculum and extracurricular program.

**PERFORMANCE RESPONSIBILITIES:**

1. Obeys all traffic laws;
2. Observes all mandatory safety regulations for school buses;
3. Maintains discipline when students are on the bus;
4. Reports undisciplined students according to the approved procedure as stated in the Bus Driver Handbook;
5. Keeps assigned bus clean;
6. Keeps to an assigned schedule;
7. Checks bus before each operation for mechanical defects;
8. Notifies the proper authority in case of mechanical failure or lateness;
9. Picks up and discharges students only at authorized stops;
10. Exercises responsible leadership when on out-of-district school trips;
11. Transports only authorized students;
12. Reports all accidents and completes required reports;
13. Enforces regulations against smoking and eating on the bus;
14. Assures that students get on and off the bus in an orderly fashion;
15. Provides written records of violations of the student code to the Transportation Supervisor and/or principal;
16. The driver shall practice at least twice during the school year the use of the emergency exits;

17. Performs other tasks and assumes other responsibilities within the overall scope of the position which the supervisor may assign.

**WORK SCHEDULE:**

The work schedule is arranged by the Transportation Supervisor and approved by the Business Manager and the District Administrator.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Support Services Personnel.