

Burrton USD 369
Bus Driver Job Description

Purpose: The Bus Driver provides clean, safe, and reliable transportation to ensure students enjoy the full advantage of District programs and activities. To accomplish these tasks the bus Driver must work closely with the staff and administration of the District.

Responsible to: Superintendent

Payment rate: Salary and benefits as established by the Board of Education.

Qualifications:

1. High school diploma or equivalent
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Valid CDL license with required endorsements.
4. Meet all State requirements for Bus Drivers, including Defensive Driving, CPR, and First Aid Certification.
5. At least one year experience in driving some type of motor vehicle (which may be a private automobile), including experience throughout each of the four seasons.
6. Successfully complete behind-the-wheel training.
7. Desire to continue career improvement by enhanced skills and job performance.

Essential Functions:

1. Provide clean, safe, and reliable transportation to ensure students benefit from District programs and activities.
2. Ensure all activities conform to State school transportation guidelines.
3. Communicate and work effectively and cooperatively with members of the school district and the community.
4. React to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
5. Operate all vehicles and equipment as necessary.
6. Implement and follow the vision and mission of the District.

Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting.
2. Requires turning, and reaching.
3. Requires ability to physically assist children in vacating vehicle during emergency.
4. Requires driving skills, including ability to operate vehicle at night.
5. Must work indoors and outdoors during the school year.
6. Must work in noisy, crowded, stressful environments, with numerous interruptions.
7. Must work in and around dust, fumes, and odors.

General Responsibilities:

1. Implement and follow all Kansas school transportation regulations.
2. Implement all mandatory safety regulations for school buses.
3. Maintain discipline when students are on the bus.
4. Report those students who do not obey rules to the proper authority.
5. Keep assigned bus clean.
6. Keep to assigned schedule.
7. Check bus before each operation for mechanical defects.
8. Notify the proper authority in case of mechanical failure or lateness.
9. Discharge students only at authorized stops.
10. Exercise responsible leadership and good judgment when on out-of District school trips.
11. Transport only authorized students.
12. Report all accidents and complete required reports.
13. Enforce regulations against smoking and eating on the bus.
14. Communicate with parents/guardians in coordination of pick-ups or changes.
15. Observe and follow all school district policies at all times.
16. Respond to information requests in a cooperative, courteous, and timely manner.
17. Implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
18. Perform other tasks and assume other responsibilities as directed by the Superintendent.
19. Keep student and personnel information and records confidential.
20. Perform other duties and assume other responsibilities assigned by the Building and Grounds Director and Maintenance Supervisor, or the Administrative Staff.