

TREYNOR COMMUNITY SCHOOL DISTRICT

TITLE: **Bus Driver**

REPORTS TO: Superintendent or Designee

JOB GOAL: To provide the safe transportation of our students to and from school and events.

QUALIFICATIONS:

1. High school diploma or GED
2. Hold an Iowa School Bus Driver permit and possess a valid Iowa Commercial Driver's License (CDL) with air brake and passenger endorsements.
3. Pass pre-employment drug screening and record check.
4. A good driving record (motor vehicle record).
5. Comply with random drug and alcohol testing.
6. Knowledge in the use of emergency equipment on a school bus.
7. Three to five years of previous school bus driving experience. (Preferred)
8. First Aid Certification. (Preferred)

PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

1. Provide transportation in accordance with District policy and procedure as well as local, state and federal laws and regulations.
2. Obey all traffic laws and mandatory safety regulations for school buses/vans.
3. Assure students get on and off school bus in orderly fashion and only at authorized stops.
4. Check bus before each operation for mechanical defects using pre-trip inspection form; notify superintendent or designee of mechanical concerns.
5. Maintain student discipline, reporting all undisciplined students to the building principal.
6. Keep to written route and time schedule.
7. Transport only authorized students and staff.
8. Participate in all training pertaining to the job.
9. Report all accidents immediately to the superintendent or designee.
10. Participate in all required drug and alcohol testing.
11. Have reliable attendance and punctuality.
12. Demonstrate ability to operate vehicles during inclement weather.
13. Fuel bus and record necessary related information.
14. Keep bus clean inside and out.
15. Maintain a positive rapport with students, staff, parents and community members.
16. Maintain confidentiality in the school operation.
17. Keep busy throughout work shift using time wisely and completing tasks in a timely fashion.
18. Assure that there is no use of alcohol, tobacco, vapor products, drugs, or look-alike substances on the bus. Notify the building principal or superintendent of any use by the students.
19. Perform other job-related duties as assigned.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to exert up to 50 pounds of force occasionally and/or up to 20 pounds of force as frequently as needed to move objects.
2. Ability to sit in one position for a prolonged period of time.
3. Must have manual dexterity to operate and handle equipment related to all aspects of maintenance or custodial tasks in a way that ensures safety while performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, talk or hear, observe, taste or smell, walk and use hands to finger, handle, feel or operate tools or controls.
4. Must have all the physical attributes to perform the essential job of a bus driver.

WORKING CONDITIONS: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The noise level in the work environment is moderately loud.
2. Must have ability to tolerate chemicals in commercial strength detergents and cleaning solutions.

TERMS OF EMPLOYMENT: Days of service as specified in contract language. Salary established by the Board.