

School Bus Driver – Job Description

Reports To: Transportation Director

Qualifications:

1. Must be able to pass State specified physical exam annually, and be able to obtain and retain a Commercial Drivers License, class B-P with no air brake restrictions.
2. Must be capable of driving, backing, and turning around vehicles that are 35 feet and longer.
3. Must be able to understand mechanical functions of a school bus and be able to report vehicle defects.
4. Must like children and be able to deal with them effectively.
5. Must be able to control bus and students at the same time.
6. Must be willing to learn and perform new skills.

Duties:

1. Is present at work everyday, on time, and performs all duties as assigned effectively and efficiently.
2. Is neat and professional in appearance befitting the job they provide the school system.
3. Shall exhibit a professional attitude and demeanor at all times in dealing with the board, school administration, fellow employees, parents, students, and the public.
4. Maintain discipline on the school bus and offers due process to all students.
5. Do a complete pre-trip inspection prior to each operation and reports defects immediately on the appropriate form.
6. Comply with pick up and drop off locations and times.
7. Continually update route book for accuracy.
8. Report all accidents and emergencies immediately.
9. Demonstrate working knowledge of Georgia Vehicle Code, and all laws set forth by governmental agencies.
10. Comply with district policies and procedures.
11. Comply with all directives from supervisor - written or verbal.
12. Clean vehicles on a daily basis.
13. Ensure mirror system alignment.
14. Attend training as required.
15. Use good judgment and positive communication skills.
16. Other duties as assigned.