



Bus Driver

Mission (Purpose and Function): Ensuring safety and efficient transportation for our students and staff.

Responsible to and evaluated by: Transportation Director

Responsibilities

1. Key Skills
 - a. Good driving record and skills
 - b. Excellent interpersonal skills
 - c. Great care and concern for students' safety
 - d. Knowledge of federal and state law on transportation
2. Typical Duties
 - a. Drives a school transportation vehicle within a prescribed route(s) in accordance with time schedules; picking up and discharging students at designated stops
 - b. Transports students and teacher on field trips to various locations; planning necessary route(s) and stops as needed
 - c. Maintains order and proper discipline of student passengers according to school policy
 - d. Conduct safety and operational inspection of assigned vehicle daily
 - e. Reports needed mechanical repairs
 - f. Services bus with diesel fuel, oil, windshield washer fluid and trans fluid.
 - g. Performs periodical safety drills as required by law; completing necessary reports upon request
 - h. Maintains cleanliness of vehicle to ensure safe operating condition
 - i. Completes weekly mileage and other reports including passenger counts (as needed)
 - j. Attends various meetings regarding safety, first aid and training updates as required
 - k. Attends driver training programs to maintain current knowledge of Michigan Transportation as it applies to the operation of vehicles in the transportation of school children
 - l. Adheres to random drug and alcohol testing requested and performed by the state and/or school
 - m. Operates a two-way radio

- n. Washes bus as needed
- o. Performs related duties as required

Licensure/Certification:

1. Commercial driver's license with passenger, and School bus endorsements (WSCS will work with candidate if he/she does not have this yet)
2. Background check
3. Medical exam

Work Period: Year Round - Academic Year, Limited Summer Hours (vary/optional)

Remuneration: Hourly (starting rate dependent on experience)