



Position Description

Position Title: School Bus Driver	Name of School/Department: Transportation/Facilities
Supervisor: Director of Transportation	Date: 2026-2027
Terms of Employment: 180 days per year, 3-6 hours per day	FLSA: Non-Exempt

Persons in this position may perform any combination of the essential functions below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal elements of the job.

Primary Function:

Under the general supervision of the Director of Transportation, to ensure the safe transportation of students, staff, and others to and from school, residential neighborhoods, and field trips.

Essential Duties:

- Safely drives a school bus on days when school is in session over designated routes in accordance with time schedules, loading and unloading students at designated locations.
- Transports students, teachers and others on school field or activity trips.
- Inspects assigned bus on a daily basis prior to transporting of passengers to ensure that the bus is in good, clean and safe working order.
- Cleans and refuels the bus as needed.
- Ensures that a communication device is in proper working order before each trip.
- Reports all mechanical deficiencies, traffic violations, or accidents, promptly.
- Arranges for and ensures completion of routine maintenance of the bus (e.g., oil change); transporting the bus to and from maintenance and/or repair facilities.
- Maintains order and discipline in an effective and courteous manner among students being transported in accordance with district policies and procedures; reports any incidents involving student discipline.
- Observes and tracks route timing, such as total time en-route, time between stops, loading and unloading times or any other requested information for the purpose of establishing route efficiency, as requested.
- Maintains and submits records and reports as required.
- Follows procedures to ensure that no child is left alone on bus without adult supervision at any time, and that all children have departed bus at the end of all bus routes (morning, evening and during field trips or other special trips).
- Inventories bus emergency and first aid supplies and equipment; reports needs to the Director.
- Prepares aides and children for bus drills and ensures bus evacuation drills are held as required.
- In case of accidents/emergencies, evacuates children according to written and practiced procedures, ensures that medical emergency procedures are followed; completes a written report as required.
- Attends and participates in training, and other continuing education, career and professional development opportunities.
- Performs other related tasks as assigned.



Essential Knowledge, Skills, and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

- Per Indiana state law, must be 21 years of age
- High School Diploma or GED
- Motor Vehicle Operator's (DMV) License.
- Current Commercial Driver's License (CDL), class B with Passenger and School Bus endorsement.
- Knowledge of all traffic laws, regulations, road signs and related information.
- Ability to effectively communicate (spoken and written) in English (level conversational or fluent) in order to communicate emergencies and other safety needs while driving students.
- Effective organizational, problem solving, and time management skills.
- Ability to learn and comprehend information from procedures manuals and other materials. Ability to comprehend and follow traffic signs required.
- Ability to physically move through the bus, center and classrooms.
- Ability to maintain composure and perform responsibilities under pressure and in cases of accidents or other emergencies.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.
- Bilingual, both oral and written, ability (English/Spanish) is preferred.
- Successful prior experience working as a bus driver, preferably in a school district or transporting children.

Personal and Professional Responsibilities:

- Support the philosophy and vision of Carmel Clay Schools
- Demonstrate respect for supervisors, subordinates, and peers
- Display courtesy, tact, and respect when dealing with students, parents, colleagues, administrators, and community members
- Demonstrate the ability to deal with sensitive issues tactfully and maintain confidentiality
- Work as part of a team
- React to change productively

Working Conditions:

Duties are performed in a school bus environment, both indoors and outdoors. Regular exposure to seasonal heat and cold and adverse weather conditions. While performing the duties of this job, the employee is regularly required to sit for extended periods of time and is consistently required to use manual dexterity sufficient to operate the bus, conduct pre-trip inspections, and clean the bus. The employee must have visual and auditory acuity within professionally determined normal ranges, with correction if needed, in order to see and hear traffic and the bus environment. The employee must regularly reach, pull and push with arms and shoulders, to open bus doors. The employee must regularly bend at the waist and knees, kneel or crouch to inspect the bus, as well as reach overhead above the shoulders and horizontally. Exposure to fumes, dust, odors, oil/grease and gases. Occasionally exposed to student noise. While performing the duties of this job, employees must maintain emotional control under stress.

Work Relationships:

- Works closely with peers, and under the direction of the Bus Mechanics Supervisor and Director of Transportation



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