

WILLOW RIVER AREA SCHOOL
8142 Pine Street
Willow River, MN 55795

JOB DESCRIPTION

Position Title:	Bus Driver
Immediate Supervisor:	Transportation Supervisor
FLSA Status:	Non-Exempt
Board Approved:	August 16, 2022

Overview: Under the direction of the Transportation Supervisor, this position is responsible for operating a school bus and transporting school-aged children and other authorized personnel safely and efficiently over specified routes to and from schools and various activities. Position conducts pre-trip inspections, observes safety regulations and policies, and enforces student discipline on the bus.

Required Qualifications:

- High school diploma or its equivalent;
- Valid Commercial Driver's License with School Bus Endorsement

Preferred Qualifications:

- Two years of experience in school, public or commercial transportation preferred.

Performance Responsibilities:

- Checks with the office and Transportation Supervisor for any changes in normal duties or new student passengers;
- Ensures that the bus can be operated safely before driving and conducts pre-trip safety inspections as required by federal and state laws;
- Operates the vehicle safely over an assigned route, picking up and delivering only authorized students at assigned bus stops, and watches to ensure that no one hurrying for the bus is left behind;
- Keeps assigned route time schedules, which requires driving during pre-day light and dark periods, and makes every effort to be on time while ensuring safety;
- Maintains an assigned seating chart;
- Obeys all traffic laws, transportation practices, and board policy;
- Observes all mandatory safety regulations for school buses and keeps all emergency exits clear of obstructions;
- Maintain student discipline on the bus and enforces rules governing student conduct;
- Reports undisciplined students to the proper authority and complies written reports submitted to transportation supervisor;

- Reports all accidents immediately, requesting police or ambulance service as needed, assists injured persons until services arrive, and completes required accident reports;
- Regulates heating, cooling, and ventilating equipment provided on the bus for the comfort of passengers;
- Drives students and teachers on field trips, extracurricular activities, and other special events, often in evenings and at night, as assigned;
- Exercises responsible leadership and appropriate behavior when on school trips;
- Returns the bus to the assigned parking, performs a final inspection, and secures the bus according to procedures;
- Participates in all required training;
- Submits a drug testing when required;
- Maintain knowledge of first aid procedures;
- Keep assigned bus clean. This includes, but is not limited to, removing garbage, wiping down seats and dash, sweeping floors;
- Make minor repairs to vehicles;
- Keep assigned bus fueled, using fuel additives as directed by supervisors, and
- Performs related work as apparent or assigned.

Physical Demands: Performing the duties of this job, employees are required to see, talk, walk, listen, sit, stand, bend, reach, lift up to 40 pounds, push, pull, reach overhead, kneel, squat, and climb stairs.

Terms of Employment: Salary and work year to be established by the School Board.

Evaluation: Performance of this job will be evaluated annually by the Transportation Supervisor.