

# East Knox Local School District

## Job Description

**Title:** Bus Driver

### **QUALIFICATIONS**

1. High School diploma or equivalent.
2. Applications are required to successfully pass a physical examination by a licensed physician in accordance with the law and also including passing State regulations/requirements.
3. Good driving record for three years.
4. Minimum age 21.
5. Interest in and ability to work with students in a firm, but fair, manner.

### **REPORTS TO**

Transportation Coordinator

### **EVALUATION**

Annually by the Transportation Coordinator

### **Job Goals:**

- To transport students to and from school safely, efficiently and economically. Drivers should be good examples to the community in driving habits and courtesy to the public.

### **Duties:**

- Transport students to and from school on routes, and time schedules assigned by the transportation coordinator.
- Obey all traffic laws and also to be knowledgeable of road conditions to maintain safety.
- Maintain discipline on the bus and report any problems to the coordinator or building principal.
- Perform daily maintenance checks on the bus including gas, oil, water, tires, safety equipment, and general clean up.
- Report any mechanical difficulties to the transportation coordinator.
- Fill out all reports as assigned.
- Make every effort to be on time to work and on scheduled routes.
- Keep route sheets updated during the year, checking with supervisor about new students or students who have moved.

- Maintain a high level of personal knowledge concerning laws, first aid, and encouraging emergency procedures.
- Occasionally must operate a bus under inclement weather.
- Perform other duties as assigned by the transportation coordinator.
- Terms of Employment: School year with salary and work schedule in accordance with Board action.