

# George-Little Rock Community School District Job Description

Rev 06/02

**Position Title:** Bus Driver

**Preparation, Experience, Skills:**

Required

- A. Certified with Chauffeur's Driver's License (CDL)
- B. State Issued Bus Permit
- C. Complete State required training and drug/alcohol testing

Preferred

- A. Experience as a bus driver
- B. Trained in CPR

**Physical Requirements:** Good physical health including ability to stand, walk, and sit. Use frequent hand-eye and mind-eye coordination. Occasional climbing, bending, stooping, carrying and lifting.

**Reports to:** Transportation Director

**Consults with:** Superintendent, Principals, Secretaries and Staff

**Essential Functions and Duties:**

1. Operates the bus in a safe and efficient manner while obeying all traffic laws.
2. Conducts pre-trip and post-trip checks of the vehicle and its special equipment on a daily basis.
3. Handles emergency situations in accordance with standard operation procedures.
4. Keeps assigned bus clean and free of debris on a daily basis.
5. Establishes a set schedule and maintains it.
6. Promptly notifies transportation supervisor when vehicle maintenance is required.
7. Stops at all authorized stops.
8. Transports only authorized students on authorized routes.
9. Keeps accurate records as required.
10. Enforces regulations as set by transportation supervisor, superintendent, and Board of Education.
11. Keeps record of all extra-curricular trips.
12. Promptly reports all accidents and completes required accident reports.
13. Uses proper reporting procedures to notify supervisors of any discipline problems on the bus.
14. Properly fuel bus and assures that it is ready for the route.
15. Establishes and maintains rapport with all passengers.
16. Manages the concerns of passengers and parents.
17. Models appropriate behavior for passengers and other adults.
18. Demonstrates a high standard of conduct.

**Working conditions:**

- A.     Inside Outside   Both  
  X X
- B.     Climatic environment: Often subjected to extremes of cold below 32 degrees and above 100 degrees. Occasionally subjected to extreme noise, vibrations, mechanical and electrical hazards, fumes, odors, mists, gases, and dust.
- C.     Hazards:                   Exposure to communicable diseases.