

## **JOB DESCRIPTION**

**Position:** Full Time or Substitute Bus Driver

**Objective:** To safely transport students daily to and from school and to extracurricular activities

**Report To:** Director of Transportation and/or Business Manager

Relate To: Superintendent, Assistant Superintendent, Building Principals and Assistant Principals, Teachers, Parents, Transportation Staff, Other support staff and children.

### **Qualifications:**

- 21 years of age and possess a valid driver's license for 3 years immediately prior to the date of application, which has not been revoked, suspended, canceled, or disqualified.
- Verification from Secretary of State stating eligibility for school bus driver's permit.
- Ability to sit/drive/maneuver long-wheel based vehicles and small buses for extended periods of time.
- Successfully complete a physical examination and drug screening at Troy's designated state certified physician in accordance with provisions of Section 1035.20 Title 92, Illinois Administrative Code Chapter II.
- Pass an Illinois specific criminal background check and fingerprinting.
- Trainee must Pass 8 hours training class provided by the Illinois State Board of Education.
- Pass all written exams and driving tests given by the Secretary of State motor division.
- Ability to operate 2-way radio system
- Considerable ability to communicate effectively and to follow oral and written instructions.
- Ability to reach around and wrap wheelchair straps around wheels for passenger safety.
- Have transportation to and from work.
- Have a working telephone so you can be reached outside of route hours.
- Ability to work cooperatively with other employees and general public.
- Demonstrate mature, responsible attitude in dealing tactfully and congenially with students, parents and district personnel.

## **Essential Duties:**

- Demonstrate support for the Mission, Beliefs and Goals of District 30-C.
- Uphold the established Board of Education policies, regulations and administrative procedures.
- Maintain standards set by the Illinois Vehicle Code and Illinois Revised Statutes.
- Obey **all** traffic laws.
- Observe all mandatory safety regulations for school buses/vans.
- Report to work at scheduled report times. Follow the established guidelines for personal absence reporting.
- Maintain order/discipline on school vehicles at all times.
- Report all discipline problems to proper authority.
- Keep assigned vehicle clean inside, trash emptied, rear windows clean and fueled as needed, keeping tank half-full at all times.
- Keep to assigned schedule; notify dispatch if running late or mechanical problems.
- Pre-trip vehicles for mechanical problems; completing bus driver's daily inspection form, listing any/all defects.
- Notify service department regarding mechanical defects.
- Transport only authorized students. (Unless previous permission given by Dispatch, Transportation Director or via school authorized pass.)
- Non school age children are prohibited from riding Troy School District Vehicles. School age children may ride Troy School District Vehicles **if** they are Troy School District attendees.
- Discharge students only at authorized stops. Any other stop must be approved by Dispatch or Director.
- Receive prior approval to change route.
- Report all accidents and police traffic stops immediately to Director of Transportation and complete any and all relevant reports.
- Maintain a current CDL and bus driver permit.
- Pass a yearly physical and drug test.
- Pass random drug and alcohol test.
- Complete annual 3 hour refresher course as required by the Illinois State Board of Education.
- Show respect and professional courtesy to co-workers and to all passengers.
- Avoid putting any passengers at risk.
- Follow all school board rules and policies.
- Drive safely in all weather conditions.

- Check assigned mailbox each shift for messages and notices.
- Properly and fully complete your own required time sheets, leave forms, fuel and damage report logging, pre-trip information.
- Keep seating charts current.
- Conduct post-trip inspection every shift.
- At the end of the day, change vehicle VCR tape, bring in old tape, close all windows, doors and hatches, and return bus keys.
- Check that video recording equipment to be sure there is a tape in the unit and the unit is operating.
- Observe the 5 minute idling law unless under inclement weather. No school vehicle is to be running in school parking lots unless authorized by the director in emergency situations or inclement weather.
- Perform other duties and responsibilities as assigned.
- Attend meetings and trainings as scheduled.

**Terms of Employment:** 177 days

**Evaluation:**

Performance of this job will be evaluated in accordance with the provisions of the Board’s policy on Evaluation of Educational Support Personnel.

_____	_____	_____	_____
Employee Signature	Date	Supervisor Signature	Date

A copy of this signed document will be placed in your personnel as acknowledge of the expectations of the position you have chosen with Troy Community Consolidated School District 30-C. Be sure to read and refer to the above information regularly.