
Position Title: School Vehicle Driver
Qualifications: Preferred experienced CDL driver
Department: Transportation
Reports To: Director of Transportation and Building Principals
Approved By: Board of Education Date: October 25, 2004
Revised: May 11, 2009

I. Summary: To provide safe and efficient way for student transportation for trips to and from school, field trips and co-curricular events. Additionally, taking care of the vehicle that one is assigned.

II. Essential Duties and Responsibilities:

Summary:

- A. Have the safety and health of riders as his/her first consideration at all times.
- B. Follow requirements of the Wisconsin Department of Motor Vehicles.
- C. Remain with the vehicle until all students have been discharged.
- D. Allow only authorized personnel to ride the vehicle unless permission is granted by the transportation director.
- E. Be interested in understanding children and set an example of dignified personal behavior and cleanliness.
- F. A driver who violates district prohibitions related to drug or alcohol use shall be terminated.
- G. Be responsible for the daily inspection of the bus/vehicle and report repair or maintenance needs in writing to the mechanic according to state statutes.
- H. Keep the vehicle clean.
- I. Pre-trip the bus according to state statutes.
- J. Never physically leave the vehicle while its engine is running when students are present.
- K. Be responsible for maintaining order among the students when they are being transported.
- L. Stop the vehicle to discipline students and report any disciplinary cases in writing to the transportation director or building principal.
- M. Stop at all assigned pick up points and discharge students at authorized stops.
- N. Use school vehicles for school transportation purposes only.
- O. If involved in an accident, report the accident as soon as possible to the financial/transportation director.
- P. Refrain from using cell phones and the school radio for personal conversations and never use the cell phone while the vehicle is moving.
- Q. Courteously and effectively work with students, staff, administrators, vendors and the public at all times.
- R. Perform all such other duties assigned by the Director of Transportation in association with the building principal.
- S. Be knowledgeable of and follow all district policies.

III. Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- A. Education and/or Experience
Required: High School Diploma or GED

- B. Certificates, Licenses, Registrations:
First Aid, CPR and AED certification and hold a current driver's and CDL license with school bus endorsement.
- C. Language Skills:
Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to take meeting notes, write drafts of meeting minutes. Ability to effectively respond to requests and questions from staff members and the general public.
- D. Mathematical Skills:
Ability to read charts, graphs and compute sums.
- E. Reasoning Ability:
1. Ability to define and prioritize problems, collect data, establish facts and draw valid conclusions.
 2. Ability to interpret an extensive variety of technical instruction to deal with several abstract and concrete variables.
 3. Ability to maintain a high degree of confidentiality within and outside the school.
- F. Technology Skills:
1. Demonstrate the ability to keep data secure and to use appropriate technology to process, store, and retrieve data required for the position.
 2. Demonstrate appropriate software skill levels for word processing, spreadsheet development, and construct and present visual presentations, and telecommunications skills.
- G. Physical Demands:
1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 2. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk and hear. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch and crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.
- H. Work Environment:
1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 2. The noise level in this environment is quiet to loud, depending upon the activity in the particular part of the day.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.