

SECTION I: GENERAL INFORMATION

Classification Title: Bus Driver	Department: Transportation	Unit: Bus Drivers
Immediate Supervisor: Transportation Director	Grade Placement:	FLSA Status: Non-exempt

Job Summary:

Under the direction of the Transportation Director and the guidance of the route specialists, the Bus Driver is responsible for transporting students to and from school and extracurricular activities in a timely and safe manner and in accordance with established transportation routes. Duties include: transporting students through operation of a school bus in a safe manner in varying road and weather conditions; monitoring student behavior and providing for an orderly atmosphere on the bus; reporting disruptive and inappropriate student behavior; completing equipment safety checks and maintaining fuel and oil levels in the bus; and cleaning the inside of the bus after assigned routes and school related activities.

Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Transports students to and from school through operation of a school bus in a safe manner in varying road and weather conditions. Drives and transports students for extra-curricular activities, events, sporting events, field trips or special events following printed maps and computer generated driving instructions.
 - Adheres to all laws and rules of the roads.
2. Monitors student behavior and provides for an orderly atmosphere on the bus.
 - Initiates disciplinary actions when required according to district procedures and policies.
 - Enforces all district safety and transportation policies and procedures.
3. Completes equipment safety checks and maintains fuel and oil levels in the bus.
 - Inspects and makes sure all lights are working properly.
 - Makes sure all mirrors are positioned properly.
4. Prepares incident reports and related transportation reports and/or logs.
 - Reports disruptive and/or inappropriate behaviors.
 - Stop arm violation reports.
 - Daily and monthly mileage loop reports.
 - Bus repair sheets.
5. Performs other duties of a comparable level or type, as required.
 - Attends bus training sessions and mandated training sessions, as required.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:									
REQUIRED EDUCATION/TRAINING (choose one)					DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)				
	less than high school diploma				Major field of study or degree emphasis:				
x	High school diploma or GED.								
	1 year college		2 years college						
	3 years college		4 years college						
	1st year graduate level				Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Traffic laws and rules of the road. • Policy governing student behavior on the bus. • Knowledge of bus operation. • Knowledge and familiarity with Fairmont area, roads and surrounding area. • Knowledge of routine and minor bus maintenance. 				
	2nd year graduate level								
Required Work Experience in Addition to Formal Education/Training: Safe driving record.									
LICENSE/ CERTIFICATION		Identify licenses/certification required: MN Class B Commercial Driver’s License with School Bus, Passenger and Air Brake endorsements.							
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK		Skilled in: <ul style="list-style-type: none"> • Safely operating a school bus; • Driving according to schedule; • Monitoring and enforcing rules of conduct for student behavior; • Cleaning and performing basic maintenance on the bus; • Communication, interpersonal skills as applied to interaction with coworkers, supervisors, the students, etc. sufficient to exchange or convey information and to receive work direction. 							
PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)									
Amount of Time Spent					Amount of Time Spent				
Physical Activities	None	1/3 Less	1/3 to 2/3	Over 2/3	Lifting/Forcing Exerting	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		x			Up to 10 lbs				x
Walk		x			Up to 25 lbs		x		
Sit		x			Up to 50 lbs	x			
Use hands to finger, handle or feel				x	Up to 100 lbs	x			
Reach with hands and arms		x			Over 100 lbs.	x			
Climb or balance	x								
Stoop, kneel, crouch or crawl		x							
Talk or hear				x					
Taste or smell	x								



PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities	
Physical requirements associated with the position can be best summarized as follows:	
Light Work: Exerting up to 25 pounds of force occasionally and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects, including the human body.	
HAZARDOUS WORKING CONDITIONS	Unusual or hazardous working conditions related to performance of duties: Incumbents may be subjected to fumes, odors, dusts, gases, chemicals, oils, extreme temperatures, and a variety of weather driving conditions. Some moderate environmental risks are present due to continuous driving and exposure to a variety of weather, traffic and driving conditions.

SECTION IV: DISTRICT MISSION AND CORE VALUES

OUR MISSION	<i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world</i>
CORE VALUES	<p>We believe that:</p> <ul style="list-style-type: none"> • Trust and respect are fundamental for thriving relationships. • Our community flourishes when individuals, families and organizations collaborate. • Every person matters and has value. • Responsibility and accountability are essential for personal growth, organizational improvement and community engagement. • Commitment to high expectations is essential to help achieve full individual and collective potential.
MISSION OUTCOMES	<p>By 2020, all students will...</p> <ul style="list-style-type: none"> • Develop a personalized education path they can articulate and use to progress toward their evolving dreams. • Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.
STRATEGIES	<p>We will...</p> <ul style="list-style-type: none"> • Ensure that every employee understands, supports and promotes our core values and mission. • Build trust and facilitate engagement with all ISD 15 stakeholders. • Align and support all educational programs and services to achieve our mission and mission outcomes.
STRATEGIC DELIMITERS	<p>We will NOT...</p> <ul style="list-style-type: none"> • Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources • Make decisions without the use of relevant data provided by the appropriate personnel. • Allow past experiences to interfere with the consideration of new ideas.

SECTION V: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.	
_____	_____
Department Head's Signature	Date
Classification History: Created classification description 5/2016 BCC	