

Business and Non-Instructional Operations**Auxiliary Services****Bus Driver Job Description****Qualifications:**

1. Maintain a valid bus driver's license.
2. Have a physical examination including chest x-ray or tuberculin test every three years.
3. Complete a course in first aid that has been approved by the school.
4. Pass a background check.

Reports To: Bus Contractor

Responsibilities - Bus drivers shall:

1. Provide for the health and safety of all bus riders and observe all traffic regulations, including regulations concerning overloading. Any driver who is apprehended with an over-loaded bus or other traffic violations, may be personally responsible to the courts and to the Board.
2. Check that all doors are securely closed before vehicle is started.
3. Not allow articles to be transported that interfere with students or driver.
4. Read the Driver Procedures for Emergency Situations carefully. In the event of a student injury of any kind on the bus, or if a serious disciplinary situation occurs, a written report containing the following information should immediately be sent to the office of the transportation director:
 - a. Name of passengers involved, school, grade, parents, address, etc.
 - b. Date and time of occurrence
 - c. Action following incident. (Sent to doctor, called parents, etc.)
 - d. Driver's name and route number.
5. Report bus accidents. If a school bus is involved in any kind of accident involving damage to the bus, damage to another vehicle or other kind of property damage, a Bus Accident Report is required. This report should be submitted to the school district office immediately.
6. Be on schedule.
 - a. A time schedule should be followed, but safety should not be sacrificed. The responsibility of the driver in picking up passengers is to be reasonable in action and normally make a momentary stop and then proceed unless the passenger concerned is observed as being on his/her way. In no case should a driver leave a pick-up point before the scheduled pick-up time, at either the passenger's home or school, unless all scheduled passengers are picked up.

Passengers are expected to be waiting on the side of the road when the bus arrives. Passengers who habitually cause the bus to wait should be warned that the bus will not continually wait for them. When this warning is issued, the driver should inform the office; thereafter it is not required that the bus wait for the passenger under normal conditions.

- b. Drivers should adopt a time schedule to arrive at the respective schools at a definite time. The order of pick-up or discharging students should not be changed until all parties concerned are notified.

- c. Drivers of buses who shuttle students from a given school to an appointed place where transfers are made, should be on time. It is the driver's responsibility to see that a child gets on the proper bus to return home. Should a shuttle bus be late, drivers shall wait until all children have arrived.
 - d. Students are not permitted to ride any bus other than that to which they are assigned. The bus route schedules do not provide for students getting off at any point along the route except at their assigned stop. If circumstances require that a student's bus assignment be changed, a pass will be issued by the office and presented to the driver by the student.
 - e. In the event schools are to be closed due to severe weather conditions, drivers will be contacted by the transportation service company by whom they are employed. Unless there is such notification, drivers are expected to cover the routes in a reasonable and prudent manner.
8. Maintain discipline on buses at all times.
 - a. Drivers should stop the bus when attempting to discipline students or at any time a passenger leaves his/her seat.
 - b. Drivers should never strike a child or use profane language within hearing of the students and tolerate none from the students.
 - c. Drivers should never put a child off the bus to walk home. A suspension of the transportation privilege can only be effected by the school.
 - d. Drivers may assign seats to their passengers to allow close supervision of those who interfere with the safe and efficient operation of the bus.
 - e. Drivers should set an example by dignified personal behavior and cleanliness and maintain the respect and obedience due the driver from all students.
 - f. Drivers should read the Bus Rider Rules and Regulations to their passengers and discuss them in detail, carefully explaining why these rules must be followed.
 9. Complete and maintain all required records including bus route lists (with map of route), route change cards used to keep route lists up-to-date, passenger injury reports, and the transportation record of individual passengers.
 10. Clean their bus after each run and report any vandalism to the Bus Contractor. If necessary the contractor shall notify the Director of Business Services.
 11. Perform all other duties as required by state law, Board policy, and the bus contractor.

Legal Reference: **Section 121.52, Wisconsin Statutes**

Policy Approved: **August 21, 1985**

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