



Bus Driver

Assignment:	10-Month
FLSA Status:	Not Exempt
Location:	East or West Leyden
Terms of Employment:	Date of Freshman Orientation/Registration through the last day of school. (Vacations are not to be scheduled when school is in session.)
Wages:	To be determined by the Board of Education
Evaluation:	Board policy on Evaluation of Educational Support Personnel
Reports to:	Transportation Supervisor

Qualifications:

- Class B Commercial Driver's License with Passenger Endorsement and School Bus Driver's Permit required.
- Must be 21 years or older and meet health requirements, per State regulations.
- Individuals will be subject to random drug and alcohol testing effective January 1, 1996, per Federal regulations.
- Air Brake Endorsement must be obtained by date of hire.

Essential Job Functions:

- Ability to climb 3 stairs, 15 inches in height from ground to first step, each additional step 8-9 inches in height, 4 to 6 times a day.
- Ability to sit 4 hours a day (1 to 2 hours per route.)
- Ability to open and close school bus doors (multiple times per day depending on the number of riders.)
- Ability to get from the driver's seat, down a 15" aisle, to the rear emergency exit door in a "timely manner" - school buses vary in length from 12 feet to 40 feet.

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- Ability to set and release the parking brake at every stop (could be as many as 220 times per day.)
- Ability to apply pressure to the gas pedal and brake pedal.
- Ability to do a pre trip inspection and a post trip inspection (which requires bending, stooping, reaching, lifting, etc.)
- Ability to open and close windows from the inside of the school bus.
- Ability to drag or carry children from the bus - weights and sizes vary.
- Ability to exit the rear emergency door.
- Ability to move or adjust wheelchairs weighing up to 200 lbs.
- Ability to bend and adjust wheelchair restraints.
- Ability to operate a wheelchair lift electronically (manually if necessary.)
- Ability to meet daily attendance requirements.
- Ability to drive a bus for the entire working day.
- Ability to speak in a clear and understandable manner and write legibly.
- Ability to be aware of the security of the students, staff, and school property
- Ability to work well with others, and to deal with students firmly and fairly.
- Ability to visually survey area under supervision
- Ability to maintain confidentiality regarding staff and student personal record information.
- Ability to maintain confidentiality regarding employee issues, concerns and/or disciplinary procedures.
- Ability to maintain confidentiality regarding student issues, concerns and/or disciplinary procedures.

Performance Responsibilities

- Obey all traffic laws.
- Observe all mandatory safety regulations for school buses.
- Maintain discipline when students are on buses.
- Report undisciplined students to the proper authority.
- Enforce regulations against smoking and eating on the bus.
- Keep to the assigned schedule.
- Notify the proper authority in case of mechanical failure or tardiness.
- Transport only authorized students.
- Pick up and discharge students only at authorized stops.
- Exercise responsible leadership.
- Report all accidents and complete required reports.
- Complete the IDOT Log Sheet daily.
- Check the bus before each operation for mechanical defects.
- Gas bus as needed: fuel as frequently as needed to be prepared for emergency usage, never allow tanks to be less than 1/4 full. On Friday, the bus gas tanks must be completely filled for possible weekend usage.
- Keep the assigned bus clean.
- Other duties as assigned by the Transportation Supervisor.

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Physical Demands and Work Environment:

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.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, bend, write, type, speak, and listen. In addition, the employee may occasionally be required to bend, twist, reach and climb. Specific vision abilities required by this job include close, peripheral and distant vision. Ability to work in an office environment, sitting, standing, light lifting, filing, operating office machines and computers, communicating with staff and others. Occasional lifting, otherwise non-demanding physical office activities.

The noise level in the work environment ranges from quiet/moderate to loud. The employee is frequently required to interact with the other staff. The employee is directly responsible for the safety and well-being of students.

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Reviewed and Agreed to by:

Employee Signature

Date

Revised: 6.17.25

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