



<b>Title:</b>	School Bus Driver
<b>Reports to:</b>	Transportation Specialist
<b>Terms of Employment:</b>	10 Months
<b>Salary:</b>	Pay Grade 51

### **Qualifications:**

- Must be at least eighteen (18) years old with six (6) months driving experience
- Must possess and maintain a current North Carolina commercial driver's license with proper endorsements and a current Bus Drivers Pocket Card
- Must pass a DOT drug and alcohol testing
- Must never have been convicted of a DWI Offense

**Supervises:** None

### **Essential Job Functions:**

1. Maintains proficiency in driving skills
2. Is responsible for completing all reports relating to transportation
3. Ensures safety and care of students boarding, riding, and departing school bus
4. Maintains a high standard of student conduct at all times
5. Discharges students only at the authorized school or bus stop locations
6. Transports only authorized students
7. Reports infractions of school bus safety rules to the principal or designee
8. Obeys all traffic laws and school bus regulations while operating the school bus
9. Performs daily pre-trip and post-trip inspections; complies with standards of bus cleanliness
10. Operates the school bus on the assigned route(s) and schedule as provided by the Transportation Office
11. Attends bus safety meetings
12. Informs Transportation Specialist or TIMS Manager of any students added or deleted from route which may necessitate a change in route or bus stop
13. Accepts responsibility for securing the school bus before leaving the vehicle at the conclusion of a run or route
14. Accepts responsibility for reporting observable mechanical defects or failures on the school bus
15. Maintains acceptable relations with parents/guardians of students transported and with school personnel
16. Performs other duties and responsibilities as assigned by supervisor