

**Job Title:** Bus Driver

**Qualifications:**

- a. High School Diploma or equivalent
- b. Criminal History Record Check (CHRC)
- c. Current Maine driver's and commercial driver's license (CDL) with PY endorsement
- d. Meet all State requirements (physical, etc.)
- e. Demonstrated aptitude or competence for assigned responsibilities
- f. Ability to interact well with students, staff and community

**Reports to:** Transportation director

**Job Goal:** To provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the district's curriculum, including cocurricular and extracurricular activities

**Essential Functions:**

- a. Ability to read, reason, and understand policies and procedures and related information
- b. Follow verbal, written or demonstrated instructions
- c. Physical ability to perform all necessary upper and lower body movements
- d. Ability to do reaching, lifting, eye-hand coordination, sitting, and stooping
- e. Ability to do basic writing
- f. Obey all traffic laws
- g. Observe all mandatory safety regulations for school buses
- h. Maintain discipline when students are on bus
- i. Report all discipline issues to the building administrator
- j. Keep assigned bus clean
- k. Have clear directions and review trip itinerary prior to trip
- l. Keep to assigned schedule
- m. Complete thorough pre-trip and post-trip inspections of assigned bus. All defects noted on appropriate form and transportation director notified.
- n. Notify the transportation director in case of mechanical failure or lateness
- o. Discharge students only at authorized stops
- p. Exercise responsible leadership at all times
- q. Transport only authorized students, staff and chaperones
- r. Report all accidents and complete required reports
- s. Enforce all district policies pertaining to student transportation

- t. Perform other duties and responsibilities as the transportation director may assign from time to time
- u. Participate in professional growth activities in order to have the knowledge required to perform the job successfully
- v. Maintains confidentiality about all aspects of written and verbal records
- w. Demonstrate a respect for the legal and human rights of students and staff
- x. Follow health and safety procedures established by the district
- y. Arrive and depart punctually, notifying appropriate personnel about absences and coverage
- z. Demonstrate dependability, integrity, and loyalty when representing RSU 40

**Terms of Employment:** As determined by the current Collective Bargaining Agreement between the RSU 40 Board of Directors and the Medomak Valley Education Association

**Evaluation:** Performance of this job will be evaluated annually by the transportation director in accordance with policy.

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To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skills, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.