

Bus Drivers Job Description

Position Title:

Bus Driver

Location:

Assigned school

Evaluated by:

Principal, Transportation Manager and Maintenance, Superintendent

Duties and Responsibilities:

1. Cordially greet students on the bus.
2. Document and file student passenger information.
3. Possess CDL, Class B drivers license (air brakes endorsement).
4. Attend four (4) hours of safety professional development every year.
5. Submit to random drug testing.
6. According to FERPA, keep all student personal, academic, and behavioral information confidential.
7. Read and follow Richland Parish's *Policy & Procedures Manual for School Bus & School Board Owned Vehicle Operators*.
8. Complete and submit required reports within specified time lines.
9. Maintain orderly conduct of passengers and ensure that passengers follow all local and state rules and regulations.
10. Dress appropriately. (closed heeled shoes, no revealing clothing or loose jewelry).

Qualifications:

- Valid Commercial Drivers License (Class B or A)
- CDL Physical Examination
- Minimum age of 21 years
- 30 hours of classroom pre-service training
- 10 hours behind the wheel training
- Yearly MVR
- Criminal record check upon employment

Terms of Employment:

9 months

Bus Driver

Date

Principal

Date