



## Bus Driver

### Summary

The Bus Driver is responsible for operating a school bus and transporting students and other authorized personnel safely and efficiently over specified routes to and from schools and various activities. This position conducts pre-trip inspections, observes safety regulations and policies, enforces student discipline on the bus, and performs other related work.

The Bus Driver will report to the Facilities and Transportation Coordinator. This is a non-exempt position.

### Job Description and Responsibilities

#### Transportation

- Transports students to and from school in the mornings and afternoons. Operates the vehicle over an assigned route, ensuring that no one hurrying for the bus is left behind.
- Keeps assigned schedules which will require driving during daylight and non-daylight hours and makes every effort to be on time while ensuring safety.
- Assists students with getting on and off the bus when required.
- Obeys all traffic laws and transportation practices as outlined in the [CDL manual](#) and [School Bus Driver Manual](#).
- Observes all mandatory safety regulations for school buses and keeps all emergency exits clear of obstructions.
- Secures wheelchairs, car seats, and other restraining devices on the bus as needed.
- Ensures the safety of all students.
- Maintains student discipline on the bus and enforces rules governing student conduct.
- Attentive to traffic and weather conditions.
- Conducts bus evacuation drills and implements evacuations as required in an emergency to include safely exiting from the rear of the bus.
- Reports all accidents immediately, requesting police or ambulance service as needed; assists injured persons until services arrive; and completes required accident reports.
- Notifies the proper authority in cases of mechanical failure, safety deficiencies, when off schedule, or other incidents.
- Regulates heating, cooling, and ventilation equipment provided on the bus for the comfort of the passengers.
- Drives students, teachers and volunteers on field trips, extracurricular activities, and other special events, often in evenings or on weekends, as assigned.
- Exercises responsible leadership and appropriate behavior when on trips.
- Returns the bus to the assigned bus spot at Riverstone International School each evening.
- Participates in all required training.
- Submits to drug testing when required.
- Participates in periodic route and driver evaluations.
- Maintains a commercial driver's license as required by the Idaho State Department of Transportation and maintains Red Cross first aid/CPR certification.
- Maintains a current Department of Transportation physical.
- Models nondiscriminatory practices in all activities.

#### Maintenance

- Ensures the bus can be operated safely before driving and conducts pre-trip safety inspections to include visual defects and checking operating systems to include tires, brakes, horn, lights, emergency flashers, extended stop arm, and door opening devices. Removes wheel chocks just before departure.
- Completes a comprehensive post trip inspection of each row upon arrival at each destination. Securely parks and locks bus and applies wheel chocks.



- Cleans bus as needed after each trip including seats, floors and any other area that may require cleaning.
- Reports all issues affecting the functionality and security of the bus, even if minor, to the Operations and Business Manager.
- Performs any other related duties as assigned.

#### Logistics

- Checks in with manager regularly to get assigned duties and hear any changes in schedule or assignments.
- Determines safest driving route to destinations in advance of trip.
- Reports miles driven on the vehicle driving log and fuel purchased to the Operations and Business Manager.
- Facilitates completion of student sign in sheets and provides data to Operations and Business Manager weekly.

#### Skills and Experience

Candidates will have the following skills and experience:

- Must possess a high school diploma or GED.
- Must possess a valid commercial driver's license – Class B with P(assenger) and S(chool) endorsements. No air brake restriction preferred.
- Must possess basic first aid and CPR certification.
- Must possess an excellent driving record and excellent driving skills.
- Must have 1 year or more of school bus driving experience.
- Must have 1 year or more of experience working with children.
- Must possess the knowledge of, or the ability to accurately and quickly learn local street and road systems.
- Must possess the knowledge of, or the ability to accurately and quickly learn, how to properly secure a wheelchair, car seat, and other restraining devices on a school bus.
- Must possess the ability to maintain student discipline and ensure that student behavior is not a distraction to safe driving.
- Must possess the ability to recognize and report any unsafe act or condition.
- Must remain in compliance with regulations regarding the use of controlled substances and alcohol as applied to school bus drivers.
- Must meet the mandated physical and mental requirements established by the state and the US Department of Transportation.
- Must be capable of working independently and possess the ability to understand and follow through on oral and written instructions.
- Must possess the ability to interact with students, parents, faculty, and staff in a positive and proper manner.
- Must pass a comprehensive background check.

Riverstone International School is an equal opportunity employer.

*Revised February 8, 2018*