

Cochrane-Fountain School District – Job Description

Title: Bus Driver

Summary

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

Essential Duties and Responsibilities

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Safe Operation of Vehicle

- Knows and complies with all traffic laws, rules, and regulations
 - Including but not limited to:
 - Using the driver seat belt
 - Obeying the speed limit
 - Using turn signals and lights appropriately
- Maintaining proper following distance
- Crossing railroad tracks
- Use proper backing procedures.
- Park bus properly.
- Report any hazardous condition along existing route to the Transportation Supervisor.
- Report all accidents immediately; Follow the steps indicated in Appendix K. Bus Driver Duties and Responsibilities in the C-FC Employee Handbook.

Student Safety

- Maintain routes, schedules, and stops as planned.
- Follow proper loading/unloading procedures.
- Unload students only at their authorized drop-offs.
- Establish and maintain a positive rapport with students.
- Maintain student discipline on the bus.
- Follow proper procedure to report repetitive student misbehavior.

Bus Maintenance

- Complete required daily interior and exterior inspection of the bus and report any maintenance problems to the Transportation Supervisor.
- Clean and maintain assigned bus daily, in accordance with procedures and stated expectations.

Additional Duties and Responsibilities are stated in Appendix K. Bus Driver Duties and Responsibilities in the C-FC Employee Handbook

Professional Responsibilities

- Maintain a high level of ethical behavior and confidentiality of information about students.
- Remain current in certifications, licenses, ect., that pertain to job responsibilities.
- Actively participate in in-service and training programs as requested.
- Maintain a positive workplace attitude and demeanor.
- Collaborate with others in a positive manner.

- Follow all safety procedures and use proper safety equipment in the performance of all duties.
- Know and comply with all school district policies and procedures.
- Adheres to all state, federal, and legal requirements that pertain to job responsibilities.
- Complete all necessary records and reports in a timely manner.
- Perform other duties as assigned by Transportation Supervisor or Administration.

Qualifications for Employment

Required

- Valid WI School Bus Drivers License
- Good driving record
- Must NOT have a criminal or traffic violation record involving matters substantially related to bus driving duties
- Demonstrated positive interpersonal skills
- Ability to follow direction

Preferred

- Previous professional driving experience

Terms of Employment

Employment is part-time during the regular school year whenever students are in session with the exclusion of breaks and holidays. Wages, benefits, and other compensation to be recommended by the Superintendent and approved by the School Board.

Evaluation:

Annual evaluation to be completed by the Transportation Supervisor

Adopted by the Cochrane-Fountain City School Board: 2/17/2021