

Adopted: May 17, 2016  
Revised: March 3, 2016

*Barnum Public Schools, ISD No. 91*  
Barnum, MN

## Position Description

**Position Title:** Bus Driver  
**Department:** Transportation  
**Reports To:** Transportation and Grounds Director

### Summary:

Responsible for safely transporting students in all types of weather and road conditions, maintaining a CDL license, addressing transportation/student matters with students, parents, staff and supervisor, and pre and post-trip inspections of driving vehicle.

### Essential Duties and Responsibilities:

- Transport students safely in all types of weather and road conditions.
- Must be available for random drug and alcohol testing.
- Observe all operating rules adopted and promulgated by the District and the MN Department of Transportation for the operation of school buses.
- Maintain order among children while transporting to and from school. Shall allow students to enter and exit the bus only at locations that are designated by the Transportation Director or Superintendent. Will report, to the Principal, cases of disobedience, improper conduct and speech, and other infractions outlined in the student handbook.
- All drivers shall report immediately to the Transportation Director all accidents involving the vehicles operated by the driver during the transportation of pupils, no matter how minor.
- All drivers will report mechanical and/or other operational problems to the Transportation Director.
- Must be able to work with supervisors, parents and other staff members when dealing with Student matters.
- Daily Pre-trip/Post-trip inspections: including sweeping and cleaning of windows and lights.
- Other transportation-related duties as assigned.

## **Qualification Requirements:**

- Must hold a current CDL driver's license (with school bus and passenger endorsements).
- Good communication skills.
- Pass job related tests.

## **Education, Training and/or Experience:**

- Minimum: High School Diploma or equivalent.
- Must pass a physical and hold a current medical.
- Must have 40 hours driver training and basic first aid training before transporting students.

## **Knowledge, Skills & Abilities – Language, Communication, Mathematical, Reasoning:**

- Must be able to effectively communicate with others.
- Ability to work collaboratively with co-workers, students, parents and administration.
- Must have a clean driving record and good driving practices.

## **Physical Demands:**

- Must have the ability to lift and move objects: including students with special needs.
- Bending and crouching during cleaning of buses.

## **Work Environment:**

- Must be tolerant of noisy conditions at times.
- Must be able to concentrate on safe driving during distractions
- Exposed to unpleasant odors or fumes.
- Work in various temperatures and weather conditions.