

Job Description – Chebeague Island School Department

JOB TITLE: Bus Driver

REPORTS TO: Principal/Superintendent

SUPERVISES: Students (and passengers) riding the school bus

JOB GOAL/PRIMARY PURPOSE: To transport students safely

MINIMUM QUALIFICATIONS:

INCLUDING EDUCATION, CERTIFICATION, SKILLS, KNOWLEDGE, ABILITIES, AND EXPERIENCE:

- ✓ Has a valid State of Maine bus driver's license
- ✓ Adheres to all mandates outlined in CISD Policy EEAEAA Drug and Alcohol Testing of School Bus Drivers
- ✓ Has a positive attitude, is respectful and professional
- ✓ Has current State of Maine Criminal History Records Check approval

KNOWLEDGE, SKILLS AND ABILITIES:

- ✓ Employs good communication skills
- ✓ Works well with students and adults
- ✓ Is organized and can be flexible
- ✓ Has excellent driving skills

ESSENTIAL FUNCTIONS:

Responsibilities may include but are not limited to the following:

1. Performs and properly completes daily pre and post bus trip inspections and reports any problems to the Principal
2. Drives the school bus safely and professionally
3. Observes all safety and traffic regulations
4. Treats students respectfully, maintains student discipline and complies with the school's rules and disciplinary policy, reporting incidents to the Principal.
5. Picks up and delivers students according to assigned routes and schedules
6. Maintains the cleanliness of the bus
7. Monitors and performs routine bus maintenance (fluid, tire pressure, etc.)
8. Reports all emergencies, injuries, damages, accidents and infractions to the Principal
9. Keeps the necessary records, a maintenance log and completes all reports
10. Adheres to the Drug and Alcohol testing program and has an annual physical
11. Performs other related duties as may be assigned by the Principal

TERMS OF EMPLOYMENT: Salary and work year to be established by the School Committee

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on the evaluation of staff.

Note: This job description reflects the general requirements necessary to describe this job's functions and responsibilities and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job.

Approved: August 16, 2016