

JOB DESCRIPTION
THOMASVILLE CITY BOARD OF EDUCATION

BUS DRIVER

RESPONSIBLE TO: Director of Transportation

QUALIFICATIONS:

1. Valid Alabama, CDL, and school bus driver's licenses.
2. All state and federal licensing requirements and local regulations required to operate a school bus and automobile.
3. Subject to drug tests as required by law and School Board policy for transporting students and operating school-owned vehicles.

DUTIES AND RESPONSIBILITIES:

1. Obey all traffic laws.
2. Inspect bus and check fuel, oil, water, lights, brakes, and steering and ensure bus can be operated safely before driving.
2. Observe all mandatory safety regulations for school buses.
3. Maintain discipline when students are on bus.
4. Report to the proper authority students with discipline problems to the principal or assistant principal.
5. Transport students to and from schools.
6. Transport students on field trips and outings, athletic events, and other extracurricular events, often in evening and at night as assigned.
7. Maintain safety precautions when students board/depart.
8. Prepare for and assist students in evacuating bus and to transport safety/first aid equipment to care for injuries.
9. Report all accidents immediately to transportation office and other concerns officials.
10. Attend periodic safety meetings.
11. Keep records of bus mileage, gas and oil consumption, and the number of passengers transported.
12. Identify needs and arranges for necessary repairs and maintenance work.
13. Keep bus clean and orderly daily.
14. Regulate heating, cooling, and ventilating equipment provided on bus for comfort of passengers.
15. Keep assigned bus clean.
16. Keep to assigned schedule.
17. Check bus before each operation for mechanical problems.
18. Notify the proper authority in case of mechanical failure or lateness.
19. Discharge students only at authorized stops.
20. Exercise responsible leadership when on out-of-town school trips.
21. Transport only authorized persons.
22. Enforce regulations against smoking and eating on the bus.
23. Assume other responsible job-related duties as assigned by the immediate supervisor.