

**MARTENSDALE ST. MARY'S COMMUNITY SCHOOL DISTRICT  
JOB DESCRIPTION**

**JOB TITLE:** Bus Driver

**REPORTS TO:** Superintendent and Transportation Director or his/her designee

**SUPERVISES:** Students

**JOB SUMMARY:** Operate school bus and other vehicles for the purpose of transporting to and from designated locations while providing professional and safe services for students and staff.

**QUALIFICATIONS:**

A. Skills, Knowledge and Abilities

1. Read and comprehend road maps.
2. Memorize bus route, street and school locations.
3. Develop and maintain effective working relationships with students, staff, parents and community members.
4. Exhibit a positive attitude toward students.
5. Communicate clearly and concisely both verbally and in writing.
6. Understand and follow oral and written directions.
7. Work without close supervision.
8. Organize and prioritize tasks, completing responsibilities as scheduled.

B. Education

1. Any combination of education or experience equivalent to graduation from high school.
2. Annual completion of Iowa school bus driver in-service training program.

C. Experience

1. Five years driving experience
2. Prior operation of medium and light automotive equipment preferred.

D. Certification/Licensure

1. Possess a valid Iowa driver's license
2. Possess a driving record with no reckless driving or driving under the influence convictions and/or moving traffic violations.
3. Obtain a B class CDL with air brakes and passenger endorsements issued by the State of Iowa.

4. All other licenses and permits mandated by Transportation Division of the State Department of Education.
  5. First Aid Certification.
- E. Equipment
1. Proper use and operation of a cellular telephone.
  2. School bus, vehicles and all assigned adaptive equipment.
- F. Other Qualifications
1. Other qualifications as may be set by the MStM Board of Education.

### **ESSENTIAL JOB FUNCTIONS:**

1. Provide transportation in accordance with District policy and procedure as well as local, state and federal laws and regulations.
2. Follow designated routes accurately, in accordance with time schedules and stops.
3. Conduct safe and orderly loading and unloading of students.
4. Maintain order and discipline on bus.
5. Perform routine operator maintenance to include: pre/post inspections, sweeping interior and wiping upholstery, clearing windshields, reporting equipment defects and ensuring proper bus maintenance.
6. Participate in all training pertaining to the job.
7. Report all accident immediately to the Transportation Supervisor or designee.
8. Complete and submit any and all district reports and documentation as required.
9. Operate a school bus or other District vehicles safely to provide transportation for students, staff and community.
10. Participate in all required drug and alcohol testing.
11. Reliable attendance and punctuality.
12. Operate vehicles during inclement weather.
13. Perform other duties as assigned.

### **PHYSICAL REQUIREMENTS:**

1. Satisfactory health condition as dictated by the Department of Education and as certified by a competent medical authority.
2. Current DOT Physical Card.
3. Visual acuity.
4. Ability to hear and understand speech at normal room levels.
5. Drug, tobacco and alcohol free at all times while working.
6. Available for drug testing upon request.
7. Occasional lifting of 50 pounds, dragging or pulling up to 100 pounds.
8. Frequent walking, bending, stooping, crawling and climbing.

9. Be free of impairment of the use of a foot, leg, hand, finger or an arm, or other structural defects of limitation likely to interfere with the ability to safely control a school bus.
10. Operate the service door by pushing up to 25 psi with the right hand and arm.
11. Depressing fuel and brake pedal with right foot and leg requiring 70 psi.
12. Step down 3.5 feet to exit emergency door.
13. Repetitious hand movement and gripping.

**WORKING CONDITIONS:**

1. Work is performed inside and around the exterior of a school bus.
2. Travel to various sites.
3. Occasional exposure to body fluids, fumes, noise, and emergency situations.
4. Occasional extreme and/or inclement weather.

**TERMS OF EMPLOYMENT:**

1. 180 days
2. Hours as assigned by Superintendent and Transportation Director
3. Performance evaluated in accordance with provisions of the Board's policy of Evaluation of Classified Personnel.

**USE OF SUBSTITUTE DRIVERS:**

Substitute drivers shall be fully qualified just like regular drivers. Please notify the Superintendent or Transportation Director of your list of substitute drivers for each school year.

Leaves of absence of regular drivers shall be controlled by the provisions of the driver's contract with the district. If a regular driver requires a leave because of other regular employment, he/she shall submit his/her written request subject to approval of the Superintendent or the Board of Education. Any such additional leave, which may be granted, shall be without pay. Upon approval of any such request, the Superintendent or Transportation Director will secure the substitute driver.

Adopted Date November 8, 2010 Revised Date November 8, 2010

***Martensdale-St. Marys' Community School District is an Equal Opportunity/Affirmative Action Employer. The district does not discriminate based on race, creed, color, religion, national origin, sex, age, sexual orientation, gender identity or physical or mental disability and will provide reasonable accommodations to qualified individuals with disabilities.***