PEORIA PUBLIC SCHOOL DISTRICT 150
Job Description

POSITION TITLE: School Bus Driver

DEPARTMENT: Transportation

REPORTS TO: Field Supervisor

SUPERVISES: N/A

POSITION GOAL: Drive any type and size of school bus that may be operated by the school district for the transportation of passengers on regularly scheduled routes.

PERFORMANCE RESPONSIBILITIES:

- Operate assigned school use on assigned trips in accordance with printed trip schedules and in accordance with specified stop, sequence, and time schedules; board, transport, and discharge passengers.
- May lift handicapped passengers and assist passengers into and out of bus as required by Transportation Services Department policy and procedure.
- May operate a mechanized wheelchair lift.
- Load, unload, and ensure security of equipment and cargo.
- Develop via-directions; maintain and update current pupil and trip manifests, via-directions, and special instructions pertaining to daily assignments.
- Inspect, verify, and monitor the operational condition and safety of vehicle accessories and assigned buses on a daily basis.
- Practice non-aggressive, defensive driving techniques; anticipate and immediately report maneuvering, traffic, and time entrapments while operating a bus.
- Monitor gauges and sensors while operating a bus, report discrepancies, and initiate corrective action.
- Monitor, conduct, and respond to communications with Transportation Services Department staff via two-way radio.
- Communicate with dispatch staff on daily basis regarding route or equipment problems, community/school staff special requests, or changes to daily assignments.
- Maintain effective professional working relationships with pupils, parents, and district staff.
- May contact parent and/or school officials to coordinate transportation schedules.
- Enforce district policy and procedure in maintaining discipline on buses; render first aid to passengers on an emergency basis.
- May secure and transport medications and controlled substances.

- Maintain working knowledge of and comply with laws and regulations pertaining to pupil transportation.
- Submit reports of vehicle condition, route time and mileage, passenger ridership, maintenance needs, time keeping, and abnormal occurrences as required.
- Maintain cleanliness of windows and interior of bus on a daily basis.
- May wash bus exterior; may fuel and provide minor service to vehicles; may maintain general cleanliness of transportation depots.
- Ensure familiarity with assigned trips before transporting passengers.
- May dry-run new trips and major revisions to assigned trips during traditional and non-traditional workdays and work hours.
- Periodically participate in mandated meetings and in-service programs during traditional and non-traditional workdays and work hours as required by the department.
- May start and end work schedule at various times; may work single split and extended splits; may work late shifts; may be assigned varied spot times and locations; may be on duty during lunch period.
- Perform related duties as assigned.
- Incumbents may perform any combination of the essential functions shown above.

KNOWLEDGE AND CRITICAL SKILLS:

- Possession of a valid Illinois Driver's License.
- Clean driving record.
- Must pass physical examination as well as pre-employment drug test.
- Ability to obtain an Illinois Commercial Driver's License with appropriate endorsements as well as school bus driver certificate.
- Personality and character traits suited to supervision and care of children of multiple ethnicities and cultural values, behavioral, and physical handicaps.

EXPERIENCE:

- Any combination of training, experience, and/or education equivalent to one year of full-time work
- Part-time paid experience within the last 3 years involving the regular operation of a school bus on public streets and highways preferred.

ENVIRONMENTAL CONDITIONS:

Outdoor, indoor and bus setting including extreme cold to extreme heat.

PHYSICAL DEMANDS:

Strength and stamina sufficient to provide required assistance to pupils; personality and character traits suited to the supervision and care of pupils at bus stops and enroute; hearing and speaking to exchange information; seeing to perform assigned duties; sitting and standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending

at the waist, and reaching overhead, above the shoulders and horizontally; lifting heavy objects.

ADA:
The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

TERMS OF EMPLOYMENT:
School Calendar

EVALUATION:
This is completed by the Field Supervisor or designee.

SALARY:
Hourly salary as per current contract language

This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.