

## Casey-Westfield School District C-4 Job Description

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<b>JOB TITLE:</b>	Bus Driver
<b>DEPARTMENT:</b>	Transportation
<b>LOCATION:</b>	Bus Garage
<b>REPORTS TO:</b>	Superintendent of Schools
<b>EVALUATION:</b>	Evaluation will be conducted by the Superintendent
<b>EMPLOYMENT:</b>	Pupil attendance days. Regular route four (4) hours per day.
<b>VACATION:</b>	None
<b>REVISED:</b>	February 28, 2024

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**SUMMARY:** Responsible for the safe operation of a school bus transporting students or passengers to specified destinations based on established schedules. Performs all duties relative to the safe operation of a school bus.

**ESSENTIAL DUTIES AND RESPONSIBILITIES.** *Other duties may be assigned.*

1. Drives a school bus safely and professionally. Shows proficiency in handling and maneuvering school bus.
2. Performs and properly documents daily pre-trip and post-trip inspections.
3. Complies with discipline policies set forth in the Bus Disciplinary Procedures in conjunction with the Bus Rider Rules and Instructions. Maintains a safe environment according to school policies and procedures.
4. Observes and follows all federal, state and local regulations for operation of school bus.
5. Follow safety rules for railroad crossings and as students are boarding and exiting buses, and as they cross streets near bus stops.
6. Pick up and drop off students at regularly scheduled locations, following time schedules.
7. Read maps and follow written and verbal geographic directions
8. Keep bus interior clean for passengers to include but not limited to sweeping interior of bus and picking up trash. Regularly wash exterior of bus.
9. Maintains knowledge of first-aid procedures.
10. Performs any required emergency procedures as needed.
11. Attends required safety training and annual refresher training as required by state, Illinois State Board of Education, and the school district.
12. Performs related duties and responsibilities as assigned.

**SUPERVISORY RESPONSIBILITIES:**

Supervises students while transporting them.

**QUALIFICATIONS**

1. Must be 21 years of age or older and have a high school diploma or equivalent.
2. Must possess or be able to obtain a CDL with passenger endorsement and a CDL with school bus endorsement.
3. Possess a valid driver's license, which has not been revoked, suspended, or canceled within the 3 years prior to the date of application.
4. Must be able to meet all requirements for a school bus driver permit in accordance with the Illinois Administrative Code Chapter 2 SEC. 1035.15.
5. Pass all State of Illinois written testing and behind-the-wheel examinations.
6. Ability to maintain good working relationships with fellow employees and students.
7. Physically be able to bend, stoop, twist, turn, reach, carry, pull, push, and climb steps frequently and sit extensively.
8. Ability to lift up to 50 lbs.
9. Ability to push/pull up to 45 lbs.

10. Repetitive use of arms, hands, and shoulders, legs and feet.
11. Ability to communicate to students, parents and staff in an acceptable/courteous manner.
12. Ability to understand and follow basic oral and written instructions.
13. Ability to operate a wheelchair lift.
14. Enforce school regulations and policies in a professional manner.

#### **SCHEDULING**

The work hours for this position will vary based on assigned route or destination. The schedule is subject to change with district demands. Overtime is required when requested.

#### **APPEARANCE**

All bus drivers must present a clean, neat appearance while driving a school bus. As a representative of Casey-Westfield CUSD #C-4, drivers must dress in a manner designed to instill a degree of respect. The district provides shirts for drivers which clearly identify them as a district employee.