

HAMILTON SOUTHEASTERN SCHOOLS

JOB DESCRIPTION

POSITION: BUS DRIVER

**QUALIFICATIONS: Passed a pre-employment drug test;
Graduated from high school and be at least 21 years of age;
Physical ability to repeatedly walk up and down steps and have
some limited lifting capability.**

Reports to: Director of Transportation

PERFORMANCE RESPONSIBILITIES:

1. Safely transport students from designated pick-up spots to school and back to designated drop-off spots.
2. Keep order and discipline on the bus.
3. Perform full pre-term inspection of the vehicle, per CDL guidelines, prior to the beginning of each driving day.
4. Maintain a clean and orderly bus inside and out.
5. Maintain and turn in all paperwork in an efficient and timely manner.
6. Interact with school employees, parents, and the community in general, in an effective manner.
7. Reasonable knowledge of federal, state, and school board rules, regulations, and policies related to school bus driving.

PERSONAL AND PROFESSIONAL RESPONSIBILITIES:

1. Nurture a positive relationship with super-ordinates, subordinates and peers.
2. Demonstrate respect for super-ordinates, subordinates and peers.
3. Support corporation decisions and direction relative to matters of policy and administrative directives. Work as a team player.
4. Demonstrate ability to deal with sensitive issues in a tactful and professional manner.

5. Address concerns and offer suggestions in an appropriate and confidential manner.