

**POPE COUNTY CUSD #1  
JOB DESCRIPTION**

**TITLE:** School Bus Driver

**PAY SCHEDULE:** Bus Drivers

**WORK HOURS:** 4 hrs./day @ 174 days/year

**QUALIFICATIONS:**

- Good physical health to perform lifting functions on objects of moderate size (30 lbs. +) and frequent walking
- Work requires continual sitting, reaching, climbing, stooping, crouching, pushing, pulling, grasping, and repetitive motions
- Able to pass DOT mandated physical exam
- Must submit to and be able to pass random drug testing
- Must possess a valid Illinois CDL (Class B with School Bus and Passenger Endorsement - SBP)
- Acceptable driving record as determined by the State of Illinois and the Illinois State Board of Education
- Demonstrated aptitude or competence for assigned responsibilities
- Good vocal communication skills including the ability to write and read
- Hearing is required to perceive information at normal spoken word levels
- Visual acuity is required for visual inspection involving small defects and/or small parts, operation of motor vehicles or equipment, and observing general surroundings and activities
- Demonstrated ability to work with diverse groups of individuals
- General knowledge of county
- Ability to work indoors and outdoors with moderate exposure to extreme temperatures and vehicle fumes
- Skill in the safe operation of a school bus
- Ability to detect malfunctioning equipment
- High school diploma or equivalent

**REPORTS TO:** Head of Bus Maintenance, Building Principal

**JOB GOAL:** Ensure the safe and orderly transportation of students and staff on both assigned routes and trips to other schools or designated locations.

**MAJOR RESPONSIBILITIES AND DUTIES**

- Observe all traffic laws and safety regulations for school buses
- Maintain safety precautions when students are boarding and departing the bus

- Maintain appropriate student management and report student incidents to the appropriate supervisors
- Follow assigned route and adhere to set schedules
- Complete pre-trip and post-trip inspections and submit work orders as necessary
- Keep assigned bus clean and fueled
- Properly operate all assigned communications equipment
- Report all accidents, vehicle damage and student injuries as they occur
- Complete and submit all required reports and documentation
- Wear safety seat belt while driving
- Operate school bus at safe speeds, not exceeding legal limits posted
- Transports only students assigned to particular route, unless authorized by the building principal with consent of parents
- Attend annual two-hour refresher course provided by the Regional Office of Education
- Keep a copy of route schedule and seating chart on bus
- Performs related duties as assigned by the building administrator(s) and/or the Head of Bus Maintenance in accordance with the school policies and practices