

BELLINGHAM PUBLIC SCHOOLS
Bellingham, Washington

JOB DESCRIPTION

POSITION: BUS DRIVER

REPORTS TO: Transportation Manager, or designee

RESPONSIBILITIES:

1. Obey all traffic laws.
2. Observe all mandatory safety regulations for school buses.
3. Operate all school bus equipment.
4. Maintain discipline when students are on the bus.
5. Report undisciplined students to the transportation department or appropriate building administrator.
6. Clean assigned bus.
7. Meet responsibilities of assigned schedule.
8. Check bus before each operation for mechanical defects.
9. Notify the proper authority in case of mechanical failure or inability to meet assigned schedule.
10. Transport only authorized students.
11. Pick up and discharge students only at authorized stops.
12. Maintain scheduled routes as assigned.
13. Report all accidents.
14. Ensure safe evacuation of students from bus in emergency situations.
15. Complete forms, records, and reports, legibly and accurately, as required.
16. Maintain a professional image, appearance, and demeanor at all times.
17. Perform related duties as required.

QUALIFICATIONS:

1. Minimum of twenty-one (21) years of age.

QUALIFICATIONS: (Continued)

2. High school diploma or equivalent (GED).
3. Possess valid licenses/certificates for school bus drivers as established by the Superintendent of Public Instruction.
4. Three (3) years driving experience.
5. Must satisfactorily meet the standards for school bus drivers as established by the Superintendent of Public Instruction.
6. Has the physical dexterity and ability to:
 - a. operate a large vehicle; and
 - b. evacuate students in emergency situations.
7. Has, in the judgment of the administration, demonstrated aptitude and competence for assigned responsibilities, including the ability to:
 - a. interact patiently with a diverse student population;
 - b. react quickly and appropriately to visual and/or audible stimuli;
 - c. communicate clearly and tactfully with students and adults;
 - d. maintain confidentiality.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

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