

MERIDIAN CUSD #223 JOB DESCRIPTION (*August, 2009*)

TITLE: School Bus Driver

QUALIFICATIONS:

1. Illinois Commercial Drivers License
2. Physical examination with drug & alcohol testing
3. Submit to criminal background check and fingerprinting
4. Complete eight (8) hour course required by State of Illinois
5. School bus drivers' examination (given by the Secretary of State's office)
6. Current school bus drivers' permit issued by the office of the Secretary of State
7. References must be provided.

REPORTS TO: Director of Transportation

JOB GOAL: To provide transportation support services enabling pupils to avail themselves of curricular and cocurricular opportunities.

PERFORMANCE RESPONSIBILITIES:

1. Provides safe transportation to and from school for all children.
2. Observes safety regulations and completes daily bus inspection report.
3. Complies with all existing state and district rules for safe driving procedures.
4. Reports immediately in writing to the director of transportation of any discipline problems.
5. Properly completes time sheets and allied reports, including accident reports.
6. Reports maintenance needs to mechanic.
7. Maintains bus cleanliness inside and outside.
8. Maintains all equipment assigned to driver.
9. Attends all inservice meetings and becomes acquainted with all new rulings and laws covering pupil transportation as they pertain to the driver.
10. Recommends possible route changes to director of transportation to increase safety and efficiency.

11. Protects the confidentiality of district and office records and information unless authorized and directed by their supervisor to provide same when requested under the Illinois Freedom of Information Act.
12. Protects the confidentiality of student records and information according to Board of Education policy and regulations, Illinois Student Records Act and the Family Education and Privacy Act.
13. Performs other tasks as assigned by the director of transportation.

CONDITIONS OF EMPLOYMENT:

Salary and working conditions established by the Board of Education.

EVALUATION:

Performance will be evaluated annually by the director of transportation or designee.