JOB DESCRIPTION

TITLE: Bus Driver

TERMS OF EMPLOYMENT:

- 178-day contract
- Board of Education approved school calendar

QUALIFICATIONS:

1. Must be 21 years of age or older
2. High school graduate or equivalent
3. Knowledge of federal and state rules and regulations regarding transportation safety issues
4. Obtain a School Bus Drivers' Permit, a CDL Class B with Passenger and S Endorsement as issued by the Illinois Office of Education
5. Must be able to lift and carry up to 45 lbs.
6. Requires employee to have the ability to push/pull up to 15 lbs.
7. Physically be able to bend, stoop, twist, turn, reach, carry, push, pull, and climb steps frequently and sit extensively

SUPERVISOR:

Transportation Supervisor

JOB REQUIREMENTS:

- To provide a safe and efficient district student transportation system
- To follow District 86 and building policies, procedures and regulations, and attendance standards

PERFORMANCE RESPONSIBILITIES:

1. Obeys all traffic laws and mandatory safety regulations for school buses with the well-being of students as the top priority.

2. Maintains license without lapse. Renews license on or prior to the last date of license.

3. Adheres to the established laws, polices, rules, and regulations regarding the operation of a school vehicle.

4. Completes and turns in required time sheets on time.

5. Maintains a safe driving record.

6. Adheres to the assigned bus schedules, lists of bus stops, and student seating charts provided by the building administrators.

7. Transports only authorized students, and discharges students at authorized stops.

8. Maintains ridership list.

9. Maintains a sense of pride in the areas of responsibility.

10. Completes vehicle checks (pre and post) as required by law and district protocols, and files reports appropriately.

11. Reports repairs needed and safety concerns promptly to the Transportation Supervisor.

12. Maintains a good community relations image and acts responsibly as a representative of the district, both in the district and out of the district.

13. Remains available to assist the Transportation Supervisor or other transportation personnel as needed.

14. Maintains knowledge of all current laws, rules, techniques pertaining to pupil transportation as related to the role of the driver.

15. Immediately reports all bus accidents or emergencies (no matter how minor), traffic violations, and citations to the Transportation Supervisor.

16. Communicates effectively with all levels of school staff as needed.

17. Exercises cooperation and good judgment when working with students.

18. Is a positive role model for students, is neat in appearance, and uses proper language.

19. Assists in maintaining the district’s standards of vehicle cleanliness to provide a healthy, safe, and attractive physical environment.

20. Maintains orderly conduct when students are on the bus.

21. Conforms to the district's/building's procedures for student discipline, and reports student discipline issues to the proper authority following district guidelines and procedures.

22. Maintains proper, positive, and professional communication with the Transportation Dispatcher with the appropriate use of the radio and in accordance with legal guidelines.

23. Promptly notifies the proper authority in case of late arrival on routes.

24. Maintains an appropriate standard of confidentiality of information in regards to Transportation Department business.

25. Attends required safety training and annual refresher training as required by state law, the Illinois State Board of Education, and the school district.

26. Devotes a minimum of 10% of the normal work day to ensuring that all reasonable and necessary precautions are taken to protect students, staff, equipment, books/supplies, materials, apparatus, and facilities from damage and other safety or cleanliness conditions that may arise.

27. Assumes the responsibility for other matters as may be assigned from time to time by the Transportation Supervisor.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board of Education's policy on Evaluation.

7-16-2026