

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description

TITLE: School Bus Driver

QUALIFICATIONS:

1. **Education/Certification:** High School diploma, or equivalent. Hold a valid State of Maine Criminal History Records Check Approval.
2. **Special Knowledge/Skills/Requirements:**
 - a. At least 21 years of age.
 - b. Possess a valid Class B, CDL Maine Drivers License.
 - c. Physical examination by a licensed Doctor of Medicine within 60 days prior to the date of employment.
 - d. Minimum of 20 hours of on the road training.
 - e. No addiction to the use of alcohol or narcotic drugs. Must submit to Drug and Alcohol history check for DOT regulated testing.

REPORTS TO: Director of Facilities and Transportation

JOB GOAL: To provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the district's curriculum and extracurricular program.

PERFORMANCE RESPONSIBILITIES:

1. Assumes personal responsibility for obeying all traffic laws and for compliance with the regulations of the Maine Association of Pupil Transportation governing the operation of school buses.
2. Assumes responsibility for the safety of children on the bus conforming to safety regulations.
3. Conducts a daily exterior and interior safety check of bus. Notifies bus maintenance personnel of any mechanical issues.
4. Cleans interior of bus daily and washes exterior as needed.
5. Maintains discipline when students are on the bus. Reports behavior problems to the appropriate administrator.
6. Picks up and drops off students at regularly scheduled neighborhood locations following strict time schedules.
7. Transports only authorized students.

Bus Driver
Job Description (continued)

8. Enforces regulation of no eating on the bus.
9. Receives training in CPR and first-aid procedures including use of epi-pens yearly.
10. Reports all accidents and completes required reports.
11. Follows the work rules.

TERMS OF EMPLOYMENT: Applicable terms of the Cape Elizabeth Education Association agreement.

WORKING CONDITIONS:

Mental Demands: calculating, comparing, evaluating, interpreting, organizing, consulting, analyzing, planning, documenting, specifying, coordinating, implementing, and presenting

Physical Demands: The physical demands listed here are representative of those that are required to successfully perform the essential functions of this job: sitting, walking, climbing stairs, operating computers and other equipment, using tools, and lifting or moving up to 50 pounds.

Environmental Conditions: outside, inside, slippery surfaces, chemical exposure, biological exposure, working around moving objects or vehicles, and working alone

EVALUATION: The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Director of Facilities and Transportation will perform the evaluation.

The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally and efficiently and in compliance with all district policies and procedures as well as all federal and state laws.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: May 9, 2006
Revised Draft: February 9, 2012
Revision Approved: June 20, 2012