



## Job Description

**Job Title:** Bus Driver

**Reports to:** Director of Transportation

**Qualifications/Job Requirements:**

- High school diploma or GED
- CDL Endorsement preferred, but will train if the driver does not have a CDL Endorsement
- Meet health, mental, and physical requirements;

**Responsibilities and Essential Functions:**

- Abides by all local, state, and federal traffic laws, rules, and regulations;
- Transports students over specified routes according to time scheduled;
- Maintains appropriate student conduct when students are on the bus, and reports any student misconduct to the principal;
- Performs daily mechanical checks on oil, gas, tires, lights, and doors;
- Reports needed repairs to the bus garage;
- Cleans bus daily;
- Reports all accidents promptly and complete required reports;
- Assumes responsibility for knowing and following the safety rules and proper procedures associated with the responsibilities of the job;
- Checks the bus at the end of each run to ensure that all students have left the bus;
- Performs other duties as assigned.

**FLSA Status:** Non-exempt

**Terms of Employment:** 188 Day Calendar; Hourly rate to be established by the Board.

**Evaluation:** Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy.

*The Jackson-Madison County School System (JMCSS) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.*