



## **JOB DESCRIPTION**

### **BUS DRIVER**

#### **REQUIRED JOB QUALIFICATIONS**

- Be at least 18 years of age.
- Hold a valid Wisconsin school bus driver's license.
- Demonstrated ability to safely operate the vehicle assigned and demonstrated knowledge of all requirements for school bus drivers as prescribed by state traffic laws.
- Demonstrated ability to prepare required written reports.
- Physically capable of operating the vehicle as determined by a physical examination.
- Demonstrated record of safe driving.

#### **REPORTS TO:**

Facility Director and Regis High School Athletic Director

#### **JOB RESPONSIBILITIES:**

This employee is responsible for the safe and efficient delivery of students to and from designated schools or other destinations in accordance with the laws of the State of Wisconsin, rules of the Diocese of La Crosse, and policies and procedures of Regis Catholic Schools. Duties of this position include, but are not limited to:

1. Study and observe all laws and regulations relating to the transportation of students.
2. Clean and neat in appearance; refrain from the use of tobacco and/or profane language while operating the bus.
3. Participate in training for school bus drivers; pass an examination concerning traffic laws, state and local transportation regulations, and driving skills.
4. Ensure that transported students observe all regulations prescribed by law and Regis Catholic Schools.
5. Maintain order and discipline of passengers under the direction of the school official.
6. Permit a student to leave the bus only at a regular stop except upon written request of parents and approval of the designated school official.
7. Prepare immediately after every accident involving a school bus or school bus passenger an accident report to be filed with the Regis Catholic Schools Central Office.
8. Cooperate with authorized school officials, mechanics, and other personnel in the mechanical maintenance and repair of the school bus.
9. Make pre-trip inspection of the bus and report any defect affecting safety or economy of operation immediately to authorized personnel.
10. Keep the bus clean at all times.
11. Report immediately to the school principal or other designated official misconduct on the part of any pupil while on the bus or under the immediate supervision of the bus driver, complaints requiring attention of school authorities, hazards which offer a present or a potential threat to the safety of students; or causes for failure to maintain the time schedule.
12. Maintain a feeling of security in the safety of students transported.
13. Keep in confidence any administrative, faculty/staff, or parent discussions/decisions.
14. Contribute to positive interpersonal and interdepartmental communication.
15. Demonstrate support of fellow employees and administration through actions and comments.
16. Demonstrate a cooperative manner, a willingness to work where needed, and assist until assigned jobs are completed.
17. Perform other reasonable duties.