

## POSITION DESCRIPTION

TITLE: Bus Driver

DATE: October 1995

DEPARTMENT: Hannahville Indian School

DATED REVISED: April, 2000

DIVISION: Transportation

**POSITION SUMMARY:** Performs the daily/routine bus trips for the Hannahville Indian School. May include an occasional class field trip, or sports event which could be scheduled after the regular school day. Perform the routine, daily, pre-trip bus inspections reporting any and all problems to the transportation superintendent.

**SUPERVISION RECEIVED:** Works under the direct supervision of the Transportation Superintendent, and the school Principal and Superintendent. Indirectly for the other Tribal Administrators.

**SUPERVISION EXERCISED:** None

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Performs pre-trip inspection of school bus prior to every trip, this includes ensuring gas tanks are full and oil is changed when necessary. Report any problems to the transportation superintendent. Follow established routes and designated bus stops. Follow approved bus schedule. When inclement weather and/ or varying traffic conditions, drive defensively, safety is a priority Report all bus accidents and student injuries immediately to the proper authorities. Conduct emergency evacuation drills in accordance with school policies. Post and instruct passengers of all rules with regards to their safety while on the bus. Performs daily bus clean-up duties inside and out. Attend and pass yearly CPR and basic First Aide classes.

**PERIPHERAL DUTIES:** All Other related duties as assigned by the transportation superintendent.

**QUALIFICATIONS:** Meet school bus driver certification requirements: a) minimum hours of instruction, and b) pass knowledge examination. Pass the State of MI requirements for appropriate licensing. Pass the MI State physical examination requirements. Pass MI State standards driving test, and meet the state standards for driver record check.

Education: High School graduate or equivalent.

Experience: N/A

**Knowledge:** Knowledge of MI State Bus Driving and Safety Standards and Procedures. Knowledge of state laws and local driving ordinances. Operate all vehicle types used in transporting students in the school district. Knowledge of the geographic service of the school district.

**Skill and Abilities:** Deal with exuberant behavior characteristics of all passengers. Administer disciplinary procedures in keeping with school policies. Be alert and exercise good judgement concerning emergencies, disabled vehicles and irregular special requests by parents/guardians.

**TOOLS AND EQUIPMENT USED:** CB radios for school contact and fire extinguisher as required.

**PHYSICAL DEMANDS:** Must be able to successfully perform the essential functions of this job as well as passing the state physical examination requirement.

**WORK ENVIRONMENTS:** The noise level is usually pleasant and comfortable, eye protection may be worn for assigned duty. Other safety equipment as gear may be required.

**SELECTION GUIDELINES:** Complete employment application and resume, if desired. Attach copy of current CDL with Passenger endorsement and health card.

The duties Usted above are illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer and requirements of the job.

Signature \_\_\_\_\_ Date  
(Employee)

Signature \_\_\_\_\_ Date  
(Supervisor)

Signature \_\_\_\_\_ Date  
(Director)