

## **La Porte Community Schools**

Job Title: School Bus Driver

**SUMMARY:** Transports students in a school bus from their homes to school and from school to their homes.

**ESSENTIAL FUNCTIONS** include the following (Other duties may be assigned.):

1. Operate all classes of school buses.
2. Conduct pre-trip inspections of school bus before each trip. This inspection should include all lights, brakes, engine fluids, and all other safety equipment.
3. Ensure that adequate fuel, coolant and windshield washer fluids are in the bus before any trip is taken.
4. Conduct a post-trip inspection of the bus after each trip to ensure that there are no sleeping passengers still on the bus, to ensure there has been no damage or vandalism to the bus, and to be able to report any mechanical deficiencies to the mechanics. Completion of the post-trip inspection should include sweeping the floor of the bus to remove any trash or other items left behind by passengers.
5. Operate the school bus in accordance with all federal, state and local laws.
6. Operate the bus in accordance with all corporation guidelines.
7. Maintain safety, order, and discipline on the bus.
8. Complete all required reports.
9. Operate a two-way radio in compliance with the corporation's radio protocol.
10. Communicate with school staff, parents, and students both verbally as well as written communications as required.
11. Be able to provide assistance to any injured or ill students until emergency medical assistance is available.

### **Qualification Requirements:**

1. Must have valid Indiana Commercial Driver's license with School Bus certification, public passenger endorsement, and air brake endorsement.
2. Must be able to pass a D.O.T. (Department of Transportation) physical examination. This physical exam must meet the requirements of IC 20-9.1.
3. Ability to enter and exit a bus through the emergency entrance door.
4. Ability to open an emergency window, door, and roof hatches.
5. Ability to communicate verbally as well as in writing.
6. Must attend annual D.O.E. (Department of Education) safety classes and maintain the standard certificate from the Indiana State School Bus Committee.

### **Education and/or Experience:**

1. High School diploma or equivalent. All D.O.T. requirements
2. Ability to read and interpret written guidance, safety bulletins, operating instructions and procedure manuals.
3. Ability to do common math, such as add, subtract, multiply and divide.
4. Ability to solve practical problems and deal with a variety of issues and people where only a limited standardization of guidelines exists.

### **Work Environment:**

While performing the duties of this job, the employee is required to drive a school bus safely, obeying all laws and guidelines, while maintaining discipline and the safety of the passengers.

### **Terms of Employment:**

180 driving days, with additional ten days for safety meetings and other administrative days for a total of 190 days annually. The salary and benefits are determined by the Board of School Trustees as documented in the current working agreement.