

## GORHAM SCHOOL DEPARTMENT

**TITLE:** Bus Driver

**QUALIFICATIONS:**

1. Must hold a valid Maine drivers license and show evidence of successful, safe driving record.
2. Must be able to follow written and oral instructions and possess good communication skills.
3. Must have the ability to establish and maintain effective working relations with co-workers, administrators, students and parents.
4. Must have a work history demonstrating dependability and reliability.

**REPORTS TO:** Director of Transportation

**JOB GOAL:** To operate school buses over designated routes to safely transport students to and from school related activities and residence.

**RESPONSIBILITIES:**

1. Must demonstrate safe work habits and require minimal supervision.
2. Operate buses over designated routes to transport students to and from school and other related activities.
3. Board and discharge pupils at schools and designated stops and assure orderly and safe loading and unloading of students.
4. Insure compliance with all local and state school laws applicable to the operation of vehicles in the transportation of school children.
5. Learn prescribed school bus routes and alternative routes.
6. Establish and maintain effective working relationships and discipline with students in cooperation with building principals and parents.
7. Maintain vehicle records, as required, of assigned vehicle on a daily basis.
8. Inspect bus prior to departure for safety purposes and report defects and need for repairs.
9. Maintain bus interior and exterior cleanliness on a daily basis and refuel at the end of the day.
10. Instruct students on proper behavior and emergency procedures and maintain control over the behavior and safety of the students.
11. During times when buses are not in use, other duties may be assigned.

**WORK YEAR:** Ten-month year. Salary and benefits to be established by the School Committee.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on evaluation.

**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.

