**JOB DESCRIPTION**

POSITION: Activity bus driver

ACTIVITY DRIVER DEFINED:

One whose duties have as their purpose the conveyance of students to and from school activities.

GENERAL:

Assume and perform the duties of activity driver as directed by the Board of Education and administration.

Assume the responsibility to develop and maintain a relationship with other personnel that is harmonious and productive.

QUALIFICATIONS:

* Must have or be able to obtain a valid Colorado driver’s license and a CDL license if applicable.
* Must be a minimum of 21 years of age
* Must pass a physical as required to meet current rules
* Must have a satisfactory driving record
* Must be versatile to the varying demands of the local district
* Must be able to read and comprehend the “Rules and Regulations Governing the Operations of School Transportation Vehicles.”
* Must be able to deal with students, employees and citizens of the community in a friendly and tactful manner

SPECIFIC:

* Must attend any bus driver’s meetings as required
* Various check procedures will be developed and followed as needed to assure that the district is in compliance with state regulations governing school transportation
* Any such procedures will outline a general routine to be followed and will provide a frame work within which all designated personnel can function efficiently in the performance of their duties
* Obey all traffic laws
* Observe all mandatory safety regulations for school buses
* Help maintain discipline of all students on bus
* Clean bus after each activity trip
* Conduct pre-trip and post-trip inspections as prescribed
* Report mechanical failures, etc. as prescribed
* Keep a mileage record as prescribed
* Complete any other forms as prescribed

REPORTS TO:

Reports to the director, superintendent and/or assistant.

Follows procedures as outlined by the Board of Education and administration of the district. Such procedures shall outline purchasing practices to be followed as well as detailing various other procedures all school personnel are expected to observe.