

## Oneida Special School District

### Job Description

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<b>Position Title:</b>	<b>Lead Bus Driver</b>
<b>Reports To:</b>	<b>Director of Schools</b>
<b>Job Goal:</b>	<b>To transport students safely to and from school and to supervise all employed school bus drivers.</b>
<b>Term of Employment:</b>	<b>To be determined by the Director of Schools</b>

**Responsibilities: (Include but are not limited to)**

- Know and follow all school board policies.
- Obey all state and local traffic regulations.
- Assist motorists in passing the school bus between stops.
- Report any misconduct of students to the principal of the school to which the student attends.
- Promote safety habits with the group of students transported.
- Be courteous to parents and students, cooperative with principals and teachers.
- Maintain satisfactory control of children entrusted in his/her care.
- Sweep and clean the bus at least once each day.
- Daily pre and post trip inspections are mandatory and to be turned in every Friday.
- Report any mechanical problems and make provisions for repairs.
- Prepare buses for new year.
- Perform any and all other duties as assigned by the Director of Schools.

**Supervisory Duties: (Include but are not limited to)**

- Schedule buses for all activities requiring student transportation.
- Drive Special Education van during school year and extended summer.
- If schedule permits – drive to off campus sites, such as TTC at Huntsville and Oneida.
- If needed transport students to and from athletic events and fieldtrips.
- Provide routine maintenance on school-owned buses and vehicles.
- Complete required paperwork.
- Assist with determination of road conditions to determine school closing, during inclement weather.
- Assist in investigating and procuring new vehicles.
- In the summer months assist with routine maintenance around the schools.
- Any other duty/responsibility as assigned by the Director of Schools or his/her designee.

**Qualifications:**

- High school diploma or GED.
- Must possess a commercial driver's license with all required endorsements.
- Must undergo a minimum of one DOT physical examination per year.
- Maintain a clean and neat appearance.
- Ability to interpret policies as related to job functions.
- Possess good oral and written communication skills.
- Ability to establish and maintain an effective working relationship with the public and other employees.

Ability to perform any physical duties associated with this position (e.g., lifting up to 50 pounds on a regular basis, sitting for long periods of time, walking, seeing, standi