



**TITLE:** BUS DRIVER

**MINIMUM QUALIFICATIONS:**

1. Have a valid Mississippi Commercial Driver's License, Class A, B, or C with a "P" and "S" endorsement.
2. Have a valid school bus driver's certificate issued by a Mississippi State Department of Education Instructor (School Bus Driver Training Card)
3. Be at least 20 years of age
4. Have a current DOT Medical Certificate (where applicable)

**REPORTS TO:** Transportation Director

**JOB GOALS:** To enable each student, through safe and efficient transportation and facilities, to take advantage of the complete range of curricular and extracurricular activities offered by the district's schools.

**MISSION AND GOALS:**

1. Works with the Superintendent to articulate and promote the school system's vision of learning and teaching.
2. Organizes daily, monthly, and yearly schedules to facilitate learning and teaching in the schools.
3. Communicates high expectations of students, staff, and parents/guardians.

**DUTIES AND RESPONSIBILITIES:**

1. Use the School Board Policy Manual, Public School Accountability Standards, and Mississippi Code as the directives for operations of HSD as set forth by HSD.
2. It is the responsibility of the school bus driver to operate the school bus in a safe and efficient manner and to abide by all state traffic laws, SBE regulations and local school board regulations and policies.
3. Know and comply with all rules, regulations, procedures, and requirements of the Transportation In-Service manual.
4. Work cooperatively with all staff.
5. Work within the framework of the HSD as set forth in the line organizational chart.
6. Conduct a thorough pre-trip inspection of the school bus daily.
7. Keep exterior mirrors clean and adjusted at all times.
8. Perform a minimum of two school bus evacuation drills each school year utilizing appropriate emergency procedures.
9. Know, recognize and obey road signs and signals by meaning, shapes, sounds, and colors.

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10. Keep the interior of the bus clean.
11. Maintain routes and schedules as planned by the local board and operate the school bus on established route and time schedule, never departing from a bus stop early.
12. Pick up and discharge students only at authorized stops.
13. Transport only authorized students.
14. Report any hazards along the existing route to appropriate school officials.
15. Exercise the effective defensive driving skills of self-control, alertness, foresight and good judgement at all times, while operating the school bus.
16. Maintain discipline on the school bus without jeopardizing safety while driving.
17. Remain alert at all times to hazards, including but not limited to poor weather conditions, other vehicles, road conditions and trains at railroad crossings.
18. Complete all reports on bus discipline, bus maintenance, pre-trip inspection, and other reports required by the local school board and the Transportation Director.
19. Report disciplinary infractions by students to proper authority by completing bus discipline reports.
20. The driver shall not, at any time, permit pupils to stand in the step well or loading area or where the pupil would likely fall out of the bus, if the rear emergency door was opened, or where the driver's view is obscured.
21. Conduct a Mandatory walk through inspection after each trip for passengers and damages.
22. Initiate a written maintenance work order identifying all vehicle defects on assigned school bus immediately upon discovery of defect or problem and forward to the Transportation department on a vehicle repair form.
23. Never operate a school-owned vehicle which the driver, mechanics, or transportation director considers unsafe.
24. Immediately report all accidents and complete reports required.
25. Attend meetings and staff development sessions as scheduled.
26. Be tested for alcohol and drugs.
27. Fulfill other duties as assigned.