

RANGELEY LAKES REGIONAL SCHOOL

- POSITION:** Bus Driver
- QUALIFICATIONS:** Must hold a valid Maine Bus Driver license.
Must Pass the physical as directed by state requirements
- REPORTS TO:** Transportation Director
- SUMMARY** To transport students safely and efficiently to and from school and, when assigned, to and from school-related activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Is prompt for all assigned trips
- Performs pre-trip “walk around” inspection of the vehicle prior to operation and report all defects to the Transportation Director immediately.
- Complete bus Pre-Trip Inspection Report for every trip
- Keeps oil, coolant and fuel at a proper operating level.
- Maintains a clean vehicle.
- Maintains school bus discipline in the absence of a teacher or staff chaperon.
- Reports to the Principal those students in need of disciplinary action. Complete the Discipline Referral Form as soon as possible.
- Observes and obeys all traffic laws of the school, town and state.
- Keeps to the assigned schedule and discharge students only at authorized bus stops.
- Performs and records at least three (3) emergency evacuations per run per year. Provide record of such to the Director of Transportation no later than 24 hours following the evacuation.
- Attends all meetings called by the Director of Transportation and such conferences regarding bus usage and safety as directed.
- Reports all accidents to the Director of Transportation and police, when required, immediately and complete and present to the Director of Transportation a written accident form within 24 hours.
- Reports all mechanical failures or safety issues to the Transportation Director immediately.
- Submits to alcohol and drug testing as required.
- Represents the school in a professional manner.
- Performs other duties assigned by the Director of Transportation.

QUALIFICATION REQUIREMENT

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Be able to work with chemicals and equipment.
- Be able to read and understand technical information or manuals.
- Be self-directed.
- Be a team player.
- Be able to maintain composure at all times.

TERMS OF EMPLOYMENT

School year at three and one-half (3.5) hours per day broken into an AM and a PM bus run.

EDUCATION

- Be a high school graduate or hold a GED.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Be able to sit in a semi-fixed position for up to eight (8) hours.
- Be able to lift or push up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level is medium to loud for this environment.

Adopted: 10.12.2005

Reviewed: 4.3.2023