**NESHOBA COUNTY SCHOOL DISTRICT**

**JOB DESCRIPTION**

**Position Title:** Bus Driver/Bus Parker/Bus Pull Down

**Reports to:** Director of Transportation

**Job Goal:** To provide a smooth operating, efficient, and safe transportation system for students to include to and from school and extracurricular activities

**Qualifications:**

A satisfactory driving record to include no more than two (2) traffic violations in the past three years

A satisfactory employment record

Currently possess or be willing to obtain a Class B Commercial Driver License with the "P" (passenger) endorsement

High School diploma or equivalent

Must be able to pass all required training required by the school district and the Mississippi Department of Education

Must pass police background record check

Must be insurable by local district insurance carrier

Must be able to perform preventive maintenance checks

Have no known medical history or clinical diagnosis of any conditions that could be detrimental to the safety of the students that will be transported

Must be willing to submit to and pass drug screening

Must be 18 years of age

**Duties and Responsibilities**

1. Obey all traffic laws.
2. Maintain discipline and safety, within the legal limits, while students are on the bus.
3. Keep assigned bus clean at all times.
4. Transport only authorized students.
5. Pick-up and discharge students at authorized bus stops only.
6. Notify the proper personnel in the event of mechanical failure.
7. Report all accidents and complete the required reports immediately.
8. Operate school bus on an assigned schedule daily, never departing a bus stop early.
9. Perform a minimum of two (2) school bus evacuation drills per year (one per semester) using the appropriate emergency procedures (see Appendix H for recommended evacuation drills). Attend a minimum of two (2) hours in-service training each semester.
10. Perform other related duties as requested or assigned by the supervisor.
11. Perform pre-trip and post-trip inspections of the bus.