

**JOB DESCRIPTION**  
**School Bus Driver**

1. Possess a valid Colorado CDL driver's license.
2. Be a minimum of 21 years of age.
3. Pass a prescribed physical examination administered by a licensed physician.
4. Pass the following tests and examinations administered or approved by the Colorado Department of Revenue, Motor Vehicle Division: DOT Physical and driving test.
5. Must have a standard first aid card or get one within 90 days of employment.
6. Perform a pre-trip inspection daily: check tires, oil, water, lights and brakes.
7. Drivers will have the bus at the school ready to load at least 10 minutes prior to the dismissal of school.
8. Drivers are to be on the bus when students load at the end of the school day.
9. Drivers are responsible for picking up students at school early when the weather is threatening.
10. Drivers are to keep their buses clean inside and out, with reasonable allowance made for weather and road conditions. Buses shall be cleaned inside and out before being turned in at the end of the school year. The driver's check will be withheld until this is satisfactorily completed and inspected by the administration.
11. Drivers are to keep a daily record of miles traveled.
12. Drivers are responsible for maintaining discipline and proper behavior among students riding the bus. Persistent discipline problems should be reported to the parents.
13. Drivers may assign seats to students.
14. Drivers are to refer any serious matter to the administration.
15. Drivers are not to administer corporal punishment.
16. Drivers are not to put off student while school bus is enroute.
17. The bus driver shall not deviate from the regular mileage of the scheduled route unless roads are impassable or in case of an emergency.
18. The bus driver shall maintain a regular route time schedule except in case of bad roads or mechanical failure.
19. The driver is to report any foul or unfit language to the parent and to the administration.
20. Drivers will follow the rules as stated in Student Conduct on School Buses.
21. Understand evacuation procedures

Adopted: 3/17/81

Updated August 12, 2010