

Red River Parish School Board

Job Description

TITLE: Bus Operators

Qualifications: As required in Bulletin 1191 and 1475 of the State of LA and School Transportation Handbook.
Must be 21 years of age, in excellent physical and mental health, and possess high moral character.
Must have proven driving ability and experience.
Possess a commercial driver's license with School Bus Passenger Endorsement, effective 4/11/1992.

Superordinate: School Principal

Performance Responsibilities

1. To transport students to and from school.
2. Submit reports and records as called for. Reports should be accurate, on time and as neat as possible.
3. Conduct pre-trip inspections on all items listed in Bulletin 1191 and 1475.
4. Written reports to be submitted on all defects involving bus to shop foreman or other transportation personnel.
5. Attend all meetings as requested by Transportation Director or other school personnel.
6. Fees for extra trips will be paid according to the established parish rates.
7. Complete an accurate trip sheet on all extra bus trips and turn in to the Director of Transportation.
8. Observes all traffic laws and regulations as mandated by the local school board, city, town, state, or federal government.
9. Reports discipline problems that occur on the bus on the proper form.
10. Take every precaution to afford maximum protection to the students you transport.
11. Follow safe operation practices in the operation of his/her bus proper maintenance, repairs and inspection.
12. Provide the highest efficiency as far as person health is concerned.
13. Proper safety precautions should be followed from the time students enter the bus until the time they leave or enter a safety zone.
14. To clean bus as needed – a minimum of once daily.
15. Performs all other duties as assigned by proper authority.

Professional Ethics

1. Maintain good attendance
2. Reports to work on time.
3. Adheres to Red River Parish School Board's dress code (GAMB)
4. Promotes harmony between: principals, teachers, students, and staff.
5. Accepts and supports administrative decisions.
6. Displays professional ethics on and off duty.
7. Maintains a positive attitude of promoting school and community relations.
8. Fosters good community relations.
9. Participates in harmonious working relationship with peers, parents and community relations

- 10. Maintains confidentiality in matters relating to students and staff.
- 11. Adheres to the Red River Parish School Board's Sexual Harassment Policy (GAEAA) and Employee Conduct (GBRA).
- 12. Adheres to Red River Parish School Board's dress code (GAMB)

_____ I work 21 hours plus hours a week

_____ I work less than 21 hours a week

The signature below indicates that the primary or secondary evaluator has reviewed this job description with the person whose signature appears in the employment signature space.

Employee Name (Print)

Employee Signature

Date

Immediate Supervisor

Date

Terms of Employment: **9 Months**