



Millburn School District 24 Job Description

BUS DRIVER

Qualifications:

1. Must hold a CDL license
2. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

Reports To: Transportation Coordinator

Performance Responsibilities:

1. Obeys all traffic laws.
2. Observes all mandatory safety regulations for school buses.
3. Maintains discipline when students are on the bus.
4. Reports undisciplined students to the proper authority.
5. Keeps assigned bus clean.
6. Keeps to assigned schedule.
7. Checks bus before each operation for mechanical defects and fills out pre-trip form.
8. Notifies the proper authority in case of mechanical failure or lateness.
9. Discharges students only at authorized stops.
10. Exercises responsible leadership when on out-of-district school trips.
11. Transports only authorized students.
12. Reports all accidents and completes required reports.
13. Enforces regulations against smoking and eating on the bus.
14. Performs other duties that may be assigned.

Terms of Employment:

Salary and work year to be established by the Board
10-month work year

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.