TITLE: **Bus Driver**
QUALIFICATIONS: **Bus Driver License, Physical, Drug Test, and any other requirements prescribed by the State of South Dakota**
SUPERVISOR/REPORT TO: **Head Bus Coordinator**

DUTIES AND RESPONSIBILITIES:
1. The bus driver will use the South Dakota School Bus Manual as a basic job description.
2. Report any mechanical problems to the bus coordinator as soon as possible. Each driver is responsible for cleaning and washing the inside and outside of his/her bus.
3. If there is a problem regarding the discipline of a student, refer it to the bus coordinator. The bus coordinator will inform the principal and he/she will inform the parents or guardian.
    a. Misbehavior on the bus: Penalty at discretion of the principal depending on the circumstances – may include the removal from the bus for 1 to 10 days or permanent removal from the bus by a formal hearing. Serious misbehavior on the bus may also be cause for punishment up to and including suspension or expulsion from school.
4. All bus drivers must follow and enforce all bus rules as follows:
    a. The bus driver may assign seats if necessary.
    b. Be courteous.
    c. No profanity.
    d. Do not eat or drink on the bus, keep the bus clean.
    e. Violence is prohibited.
    f. Remain seated at all times.
    g. No smoking.
    h. Keep hands and head inside the bus at all times.
    i. Do not destroy property.
    j. For your own safety, do not distract the driver through misbehavior.
5. Proficient in Microsoft Office and use up-to-date technology to support instruction; including promethean board use and other electronic devices for assessment and content.
6. Duties as assigned.

Agreed to by: _____   Date: _____
                Employee

Approved by: _____   Date: _____
                Superintendent

It is understood that all situations cannot be covered in this job description. The best interests of the school, the students, and the staff will be considered in all circumstances and handled by the administration quickly and fairly. Each situation is different and will be handled on an individual basis.