



EVERY STUDENT HAS PURPOSE, GIFTS AND GOD-GIVEN TALENTS!

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### **Job Duties and Responsibilities-Driver**

1. Check the condition of a vehicle's tires, brakes, windshield wipers, lights, oil, fuel, water, and safety equipment to ensure that everything is in working order
2. Comply with traffic regulations to operate vehicles in a safe and courteous manner
3. Drive gasoline, diesel, or electrically powered multi-passenger vehicles to transport students between neighborhoods, schools, and school activities
4. Escort small children across roads and highways
5. Follow safety rules as students board and exit buses or cross streets near bus stops
6. Keep bus interiors clean for students
7. Maintain knowledge of first-aid procedures
8. Maintain order among students during trips to ensure safety
9. Make minor repairs to vehicles
10. Pick up and drop off students at regularly scheduled neighborhood locations, following strict time schedules
11. Prepare and submit reports that may include the number of students or trips, hours worked, mileage, or fuel consumption
12. Read maps and follow written and verbal geographic directions
13. Record bus routes
14. Regulate heating, lighting, and ventilation systems for student comfort
15. Report any bus malfunctions or needed repairs
16. Report delays, accidents, or other traffic and transportation situations, using telephones or mobile two-way radios
17. Report delinquent student behaviors to school administration.
18. Drive passenger vehicles
19. Follow safety procedures for vehicle operation
20. Notify others of emergencies, problems, or hazards
21. Record operational details of travel
22. Assist customers to ensure comfort or safety

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