

DRIVER RESPONSIBILITIES

1. School Bus Driver Medical Examination Form (T-8), copy of valid driver's license, and a driver's abstract of driver history must be on file in the Board of Education office each year prior to the opening of school.

2. Maintain control of students on the bus at all times.

3. Perform daily pre-trip inspection. Daily complete form, sign, date, and turn into Dave or Steve each payday Friday. Failure to turn in your pre-trip forms will result in the following disciplinary actions:

1st Offense – Warning

2nd Offense – Reprimand and your bus will be left at the bus garage for 2 weeks.

3rd Offense – Reprimand and your bus will be left at the bus garage for remainder of school year.

4. Report any mechanical problems to Steve immediately and fill out a Repair Order form.

5. Complete all required forms by deadlines.

6. Perform emergency evacuation drills within the first two weeks of school.

7. Assign passengers to seats. Keep students behind the barrier for maximum protection. No passenger shall stand while the bus is in motion. If there is no room for another passenger on your bus, radio to see if another driver can pick them up. If not, bring your students to school and then go back and pick up the remaining students.

8. No alcohol, tobacco, or non-prescribed drugs on the bus.

9. Use the seatbelt when the bus is in motion.

10. Operate the bus on the approved time schedule and wait for students if you are ahead of schedule. On bad weather days, at least stop the bus at each driveway of your regular riders.

11. Use only established routes. Do not change your route without authorization from Dave or another administrator.

12. Keep the bus clean, swept at least once per week, and filled with at least a ½ tank of fuel at all times.

13. If there are students on your bus, do not get off of it at any time.

14. No student is to ride your bus home in the p.m. without a signed note from the office or the secretary's verbal approval.

15. **DO NOT** leave on any extra trip unless you have a correct roster of students with the administrator's signature and a map/directions to your destination. No approved coach or volunteer should take their pre-school/school age child with them as a volunteer effective August 1, 2008

16. If you need to see a principal about a discipline problem, you will need to go into their office to talk to them. Please be considerate of their time. Due to confidentiality issues, **DO NOT** name any student causing a behavior problem over the bus radio.

17. When you return from an extra trip, write down the exact time. If the trip occurs on a non-school day, make note on the trip ticket for your 15 minute pre-trip.

18. **NO EXCESSIVE** talking on the radio.

19. **DO NOT** leave any loose items around the driver's area.

20. Do not back on school property without a spotter.

21. Be parked at the school no later than 2:25 p.m. and you must be on your bus when students start loading.

22. If you schedule a day(s) off, YOU MUST leave your bus at the bus garage for the day(s) you will be off. Failure to leave your bus will result in the following disciplinary action(s):

1st Offense – Warning and your bus will be left at the garage for 2 days.

2nd Offense – Reprimand and your bus will be left at the bus garage for 2 weeks.

3rd Offense – Reprimand and your bus will be left at the bus garage for remainder of school year.

This does not apply to emergency sick leave. The driver is responsible for providing their own transportation when dropping off their bus and picking it up.

23. **DO NOT** use your cell phone while students are on the bus, boarding, unloading, or while the bus is in operation.