

POLICY TITLE: Duties of Bus Drivers	POLICY NO: 740 PAGE 1 of 3
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1 The board of trustees adopts this policy to define the duties of all bus drivers transporting students of
 2 this district, whether on a regular route, field trip or activity trip. All duties and activity trips will be
 3 assigned by the Transportation Supervisor.

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 5 This position shall be considered in all respects “employment at will” and the employee is subject
 6 to discharge by the District at any time without cause. The “employment period” and other
 7 descriptions and terms set forth in this job description shall not create a property right in the
 8 employee and such are set forth only to advise the employee of when and what type of services will
 9 be required by the district so long as employee continues.

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 11 An employee working in this position at all times be subject to the directions of the person to whom
 12 said employee has primary responsibility or said person’s designees(s) and at all times shall be
 13 subject to the rules, regulation and policies of the District as promulgated by the Board of Trustees.

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 15 To qualify for driving a bus:

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17 1. School bus drivers must obtain a Commercial Driver’s License with all the correct
18 endorsements or restrictions.
- 19
20 2. A DOT physical and Drug testing is required.
- 21
22 3. Idaho School Bus Driver Training Curriculum.

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24
25 This policy applies to all regular and substitute bus drivers, whether employed by the district or on
26 contract.

- 27
28 1. Prior to operating the bus, the driver will check the tires, lights, stop arm controls and brakes
29 to determine if they are in proper working condition. The driver will immediately report any
30 equipment which is not in proper working condition.
- 31
32 2. The driver will regularly check the first-aid kit to see that it contains all required items and
33 replace missing items and check the fire extinguisher .
- 34
35 3. Only properly enrolled students, eligible for transportation, and aides may ride the bus on a
36 regular route. When special circumstances exist and space is available, the superintendent or
37 designee may allow non-students to ride the bus. The driver will not allow non-students to
38 board the bus, unless presented with prior written permission by the superintendent or
39 designee. Teachers and other persons who have been officially appointed as chaperones may
40 be allowed on the bus for field and activity trips.
- 41
42 4. The driver has complete responsibility, and final authority, for the operation of the bus and
43 care of the student passengers. The driver is responsible for the proper discipline of students

- 1 on the bus and will exercise discipline in compliance with the school district's discipline
2 policies. The driver will not remove any student from the bus for discipline reasons except at
3 the student's school or the student's regular bus stop.
4
- 5 5. The driver will load and unload students only from the right hand side of the road and at a
6 position from which the driver has clear vision of at least one hundred (100) yards in both
7 directions. The driver will count the number of students exiting the bus at each stop and will
8 ascertain the students' whereabouts prior to moving the bus. When loading or unloading
9 students on a roadway having more than three (3) lanes, the driver will load or unload only
10 those students who live on the right hand side, unless the stop is at an intersection with
11 traffic control signals.
12
- 13 6. The driver will require each bus passenger to be seated in a regular passenger seat. No
14 passengers will be allowed to stand while the bus is in motion.
15
- 16 7. The driver will follow procedure in not allowing students to carry weapons, inflammable or
17 explosive materials, animals, or large items without prior approval from the driver of the bus.
18
- 19 8. The bus driver will not, under any circumstances, exceed a rate of speed of sixty-five (65)
20 miles per hour.
21
- 22 9. The driver will report to his or her immediate supervisor the license number of any vehicle
23 that violates any law endangering students.
24
- 25 10. The driver will immediately report all traffic accidents in which the bus is involved to the
26 local school authorities and the appropriate law enforcement agency. The superintendent will
27 report all accidents to the State Department of Education. The driver or his or her supervisor
28 will complete a School Bus Accident Report form and submit it to the State Department of
29 Education within fifteen (15) days of the accident. The driver will be tested immediately for
30 both illegal drugs and alcohol upon being involved in an accident. Upon the driver being
31 released from the accident scene, the driver is to be accompanied by either Melba School
32 District staff or law enforcement agency to the nearest testing facility. In the event the
33 Driver is transported to a medical facility, these tests are to be requested by either Melba
34 School District staff or the driver upon admittance.
35
- 36 11. The driver will not leave an occupied bus. In case of emergency, the driver will radio for
37 assistance. If such communication is not possible, the driver should send a school bus aide
38 for assistance, ask a passing motorist to communicate the need for assistance to the local law
39 enforcement authorities or school district administrative office, or wait for help.
40
- 41 12. When the driver leaves an unoccupied bus, he or she will shut off the motor, set the brakes,
42 and remove the ignition keys.
43
- 44 13. The driver will comply, as closely as possible, with the time schedule established for the
45 route.
46
- 47 14. The driver will clean their bus daily and wash it once a week.

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2 15. The driver will check their bus on a daily bases for tears in seats as well as seats staying
3 fastened down.

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5 16. The driver will do a walk through in their bus in the morning and evening to make sure that no
6 child was left behind.

7
8 17. If the driver takes a different bus than their regular one on a activity, they will return it clean.
9

10 18. All windows are not to be down more than half way at any time.
11

12 When taking a trip of any kind, you will help the coaches or teachers in the loading and unloading of
13 the cargo department. Teachers and coaches are in charge of the discipline on the bus, however, if a
14 problem persists, then talk to the bus supervisor for help. DO NOT argue with the teacher or
15 coaches; they are in charge of the students whereabouts and what they do, unless you are left in
16 charge of students on the bus while the teacher or coach is otherwise occupied. If on a day field trip,
17 you set the time for returning to the facilities. You return no later than 3:00 O'clock p.m..
18

19 TRANSPORTATION DRESS CODE

20
21 NO open toed shoes

22
23 No short shorts

24
25 No tank tops

26
27 No low-low tops

28
29 No high heeled shoes

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31 Always be professional in dress and attitude

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33 Any complaints or problems should be taken to your bus supervisor. If, after talking to the
34 supervisor, you are not satisfied with the resolution, you may appeal to the superintendent and
35 utilize grievance procedures.



37
38 **LEGAL REFERENCE:**

39 Idaho Code Section 33-1254

40
41 **ADOPTED:**

42
43 **February 10, 2003**

44
45 **Language in text set forth in italics is optional.*
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