

# HARLEM CONSOLIDATED SCHOOL DISTRICT #122

## Job Description

### School Bus Driver

**Supervisor:** Director of Transportation

**FLSA Status:** Non-Exempt      **Employee Group:** Transportation

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#### Qualifications:

1. Possess current properly classified bus driver's license or hiring is contingent upon successful attainment of such license.
2. Complete and provide proof of all requirements based on Illinois State Code and Harlem District Policy
3. Responsible attitude toward the safety and well-being of children

#### Terms of Employment:

- Nine (9) month contract unless otherwise specified

#### Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

#### Duties:

1. Provide safe transportation to and from school for all children.
2. Observe all safety regulations.
3. Conform to the Illinois Department of Transportation's "Daily Walk around Inspection" (pre-trip form) requirement.
4. Obey all traffic laws and maintain a safe driving record.
5. Report mechanical failures on same day as observed.
6. Report all accidents immediately to the Director of Transportation and complete required reports.
7. Maintain the assigned schedule.
8. Transport only authorized students.
9. Pick up and deliver students only to authorized stops.
10. Maintain confidentiality.
11. Keep current with best practices and requirements as they relate to your job assignment.
12. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.