

School Bus Driver Job Description

Duties and Responsibilities:

- Pick up children from their various homes and drop them off at school every morning
- Convey the school children to and from field trips, excursions, and other school related events
- Ensure that the wards that entered the bus is seated and properly strapped before driving off
- Ensure that the children stay on their seat when conveying them to school, home or any other event. Ensure that the children behave well whilst driving them to school or dropping them off after school
- Show up to work very early so as to be able to check if the bus is in order before rolling it off to the highway to pick up the children
- Teach the children simple road signs and traffic regulations
- Help the children, especially the tender ones to enter and get off the bus
- Carry out regular check and maintenance on the bus
- Carry out simple repairs on the school bus
- Report major flaws to the school's head teacher or employer
- Ensure that the school bus is always kept neat and tidy
- Ensure safe and timely pick up of the children in the morning and their drop off in the afternoon or evening
- Report any incident or traffic situation that may cause delay to the school's head teacher using wireless device
- Report any case of accident to employer
- Discipline the children when they become unruly in the bus or report them to the school's tutorial staff for appropriate punishment
- Follow a predetermined route to be able to pick up the children and drop them off at the appropriate bus stops or houses
- Assist the very little ones to cross the road and ensure they are handed over to their parents, nanny, or any other person authorized by the parents to pick them up after school

- Have knowledge of alternative routes to take when the predetermined route is congested or blocked for any reason
- Report or call the police immediately in the case of any emergency or security situation
- Perform other minor functions and run errands in between pick up and drop period.

School Bus Driver Requirements – Skills, Knowledge, and Abilities

- A school bus driver must be skilled in driving. He/she must have clean driving history from his/her past positions, and must be licensed to operate commercial vehicles
- Additionally, he/she must possess an in-depth knowledge of traffic regulations and road signs, and must obey them
- He/she must be able to multi task. Besides his/her regular duty of driving the children to and from school, which is a lot of work on its own, he/she may be required to perform other duties like run errands and fill in for absent teachers
- He/she must be tolerant and patient. Some kids could be annoying and stubborn, therefore, the driver ought to have the patience and tolerance to deal with such kids
- Needless to say, he/she must be disciplined and responsible as his/her behavior may affect that of the kids in no small way.