

## **SERIES 500 - PERSONNEL**

### **Support Staff Job Descriptions and Evaluation - 560**

#### **Job Description and Evaluation for School District Bus Drivers (565.1)**

##### **RESPONSIBLE FOR**

School District Bus Drivers are responsible for the safe transportation of school district students and for the timely communication of mechanical issues regarding any bus driven to the School District Bus Mechanic.

##### **REPORTS TO**

School District Bus Drivers report to and are under the supervision of the District Administrator. The District Administrator is responsible all driving assignments for all bus drivers.

##### **SPECIFIC RESPONSIBILITIES**

All school personnel are required to perform the following tasks as School District Bus Drivers:

- Performs pre-trip and post-trip inspections on any bus for which they drive.
- Report any interior or exterior damage to the bus to the Bus Mechanic.
- Report any driving accidents to the bus immediately to the District Administrator.
- Practices driving safety procedures.
- Schedules routine maintenance of individual route buses with the Bus Mechanic.
- Maintain a clean bus as practical with concurring weather conditions.
- Shall be on time for all regular routes, special routes or co-curricular routes, unless weather or other reasonable situations dictate differently.
- Shall monitor and practice emergency evacuation procedures at least once per year with the cooperation of the District Office.
- Shall monitor student activity and establish discipline on the bus while driving to ensure the safety of all students.
- Must pass random drug and alcohol drug tests.
- Follows all requirements as stated in Wisconsin Administrative Code: Trans 300.16.
- Performs any reasonable duty as requested by School District Administration.

##### **EMPLOYMENT REQUIREMENTS**

All school personnel are required to do the following in order to be hired by the Norwalk-Ontario-Wilton School District as a Bus Driver.

- Be able to read and comprehend written and verbal instructions.
- Must meet minimum standards established by the Wisconsin Department of Transportation for physical and medical condition including hearing and vision testing.
- Must be able to pass a Wisconsin Department of Transportation written and driving skills test to obtain Class B school bus and passenger endorsements.

- Must pass pre-employment drug testing.
- Maintain very good personal hygiene practices.
- Act with conduct that is consistent with school district policies and procedures.

## **CONTRACTS**

Contracts and wages for all school district Bus Drivers will be voted on by the Norwalk-Ontario-Wilton Board of Education. All benefits in being a Bus Driver are described in the Norwalk-Ontario-Wilton Support Staff Handbook.

## **EVALUATION OF SCHOOL DISTRICT BUS DRIVERS**

The evaluation of School District Bus Drivers will be done a minimum of once every three years by the District Administrator. If concerns arise about performance of a particular driver, the District Administrator will evaluate annually. The person employed as a School District Bus Driver will be evaluated on the duties outlined in this policy, the general employability skills that consist of attendance, attitude, the ability to work with others, and work ethic. A narrative must be written as the evaluation instrument concerning general employability skills. When evaluating the duties outlined in this policy, the District Administrator may write a narrative, or use a rank-order scale to evaluate how each School District Driver is performing each task listed. If a rank order scale is utilized, the following values will be used to determine employee performance:

- 5 = Exceptional
- 4 = Very Good
- 3 = Above Average
- 2 = Average
- 1 = Poor

Any employee will be given an opportunity on the evaluation to write responses to any comments made on the evaluation. Either party involved in the evaluation process may call for a face-to-face meeting over the evaluation. School District Bus Drivers must return a signed evaluation to the District Administrator within five business days after receiving the evaluation.

Adopted: 1/16/12

Revised: 07/13/15