



MISSISSINEWA COMMUNITY SCHOOLS
Bus Driver

Job Description:

To safely transport students, maintain order and security on the bus, and ensure the school bus is in good operating condition.

Responsibilities:

1. Performs safety checks in accordance with pre-trip and post-trip checklists.
2. Obeys all traffic laws and the rules and regulations of the Mississinewa Community School Corporation.
3. Observes all mandatory safety regulations for school buses.
4. Maintains discipline and order when students are on the bus.
5. Ensures students are aware of rules and responsibilities as passengers.
6. Reports behavioral or disciplinary problems according to discipline plan set forth by MCSC.
7. Keeps assigned bus clean.
8. Adheres to assigned schedule and assigned route.
9. Notifies the transportation office in case of bus mechanical failure or personal lateness.
10. Discharges students only at authorized stops.
11. Transports only authorized students.
12. Reports all accidents and completes required reports.
13. Enforces school bus rules and regulations for students.
14. Monitors running time.

15. Completes work order for required service and repair.
16. Performs such other tasks and assumes such other responsibilities as the Superintendent or his/her designee may assign.

It is the policy of Mississinewa School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs, activities, or employment policies as required by the Indiana Civil Rights Law (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS §12101, et. seq.)