

# Lenawee ISD Role Description

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Position Title: Bus Driver  
Area: Transportation  
Reports To: LISD Special Education Transportation Supervisor  
Supervises: n/a  
Last Revised: August 2023

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## **SUMMARY:**

To efficiently and safely transport students who participate in LISD Special Education or other programs.

**ESSENTIAL JOB FUNCTIONS** *include the following. Other duties may be assigned.*

- Safely and efficiently transports students assigned in accordance with the law, state and district regulations, and administrative direction
- Maintains order and discipline on the part of every passenger
- Completes the pre-trip inspection of the vehicle as required
- Maintains a rigid time schedule on each route except when hazards are encountered
- Completes all required reports in a timely and accurate manner
- Reports needed vehicle repair or maintenance to the chief mechanic immediately
- Maintains the internal and external cleanliness of the vehicle assigned by the Transportation Supervisor or designee
- Is knowledgeable of emergency evacuation procedures
- Uses seat belt and signal lamps as directed by law per state guidelines
- Demonstrates patience with other motorists
- Promotes a positive environment for students and staff
- Adjusts schedule and/or makes arrangements for attending departmental and/or school meetings as directed by LISD Special Education Transportation Supervisor
- Will be required to safely lift and position students in a variety of seating options such as wheelchairs, car-seats, or other transit-safe seating options
- Universal Health Precautions:
  - Participates in annual bloodborne pathogen training and Sexual Harrassment; Policy & Prevention Training
  - Practices universal health precautions as outlined in the LISD Health Information Packet and/or described by the LISD school nurse
  - Stays informed of changes in current universal health precautions as described in the most current LISD Health Information Packet and/or as described by the LISD school nurse
  - Maintains adequate amounts of health equipment in assigned work area, to be able to properly handle bodily fluids based on universal health precautions guidelines and/or input from the LISD school nurse

- Lifting/Body Mechanics:
  - Follows LISD recommended body mechanics/lifting in-service schedule
  - Practices proper and safe lifting techniques when moving, transferring, and lifting people and/or objects as described per LISD approved lifting in-service(s)
- Assumes other responsibilities and performs other duties as assigned by the LISD Special Education Transportation Supervisor
- Competencies, Skills and Abilities:
  - Ability to use computer for tasks such as for basic word processing, daily email and electronic calendaring
  - Ability to coordinate itineraries/meetings/events/schedules
  - Ability to prioritize multiple tasks
  - Ability to deal effectively with a changing environment and be open to new ideas
  - Ability to communicate in person, via phone and computer
- Physical Demands:
  - Occasional reaching/stooping/bending/kneeling/ crouching
  - Must be able to move intermittently throughout the work day with frequent prolonged standing/walking/ talking
  - Must be able to read and speak the English language
  - Must have visual acuity
  - Must be able to see, hear, and move intermittently, or use prosthetics that will enable you to function adequately to assure that the requirements of this position can be fully met
  - Must be able to cope with the mental and emotional stress of the position
- Working Conditions:
  - Handle high stress and multi-task situations
  - Must have a regular and reliable level of attendance
  - Occasional pressures due to multiple calls and projects
  - May be exposed to long and/or irregular hours

*QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:**

**Required:**

- High school diploma or equivalent
- Safe driving record
- Continuing Education Card
- CPI Card
- Physical Card

**CERTIFICATES, LICENSES, and REGISTRATIONS REQUIRED**

- Valid CDL with B, P, and S endorsements

- Michigan Department of Education School Bus Driver License

**TERMS OF EMPLOYMENT**

Approximately 180 – 230 days per school year

Hourly, Non-Exempt

**EVALUATION**

Performance of this job will be evaluated in accordance with provisions of the LISD Board Policy on “Staff Evaluation.”

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed and Agreed to by: \_\_\_\_\_

Date: \_\_\_\_\_

**LISD Nondiscrimination Statement**

The Lenawee Intermediate School District (LISD) does not discriminate in any of its educational programs and services, activities, or employment practices, on the basis of sex, race, color, national origin / ancestry, religion, height, weight, marital status, age, limited English-speaking ability, sexual orientation, or disability. Direct inquiries to:

Executive Director of Staff Resources, Lenawee Intermediate School District, 4107 N. Adrian Hwy., Adrian, MI 49221, (517) 265-2119.  
Persons with hearing impairments, please call the Michigan Relay Center at (800) 649-3777 (TDD).

**Declaración de No Discriminación del LISD**

El Distrito Escolar Intermedio de Lenawee (LISD) no discrimina en ninguno de sus programas o servicios educativos, actividades, o prácticas de empleo sobre la base de género, raza, color, origen nacional / ascendencia, religión, estatura, peso, estado civil, edad, la habilidad limitada de hablar inglés, orientación sexual, o incapacidad.

Para conseguir más información:

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Personas con problemas de audición, por favor llamen al Michigan Relay Center (800) 649-3777 (TDD).