

HERMON SCHOOL DEPARTMENT
Job Description

Title: Bus Driver

Qualifications:

1. High School Diploma or equivalent
2. Must hold Maine Drivers and a Commercial Driver's License with a P (Passenger) and S (School Bus) endorsements
3. Meet all State requirements (physical, etc.)
4. Demonstrated aptitude or competence for assigned responsibilities
5. Ability to interact well with students, staff and community
6. State of Maine CHRC Approval

Reports To:

Facilities / Transportation Director

Job Goal:

To provide safe and efficient transportation to district students.

Performance Responsibilities:

1. Obeys all traffic laws.
2. Observes all mandatory safety regulations for school buses.
3. Maintains discipline when students are on bus.
4. Reports all discipline issues to the Facilities / Transportation Director and/or Building Principal.
5. Keeps assigned bus clean.
6. Keeps to assigned schedule.
7. Checks bus before each operation for mechanical defects and notifies the Facilities / Transportation Director in case of mechanical failure or lateness.
8. Exercises responsible leadership at all times.
9. Transports only authorized students and discharges students only at authorized stops.
10. Reports all accidents and completes required reports.
11. Enforces all school policies pertaining to student transportation.
12. Performs such other duties and assumes such other responsibilities as the Transportation Director may assign from time to time.
13. Participates in professional growth activities in order to have the knowledge required to perform the job successfully.

Legal and Ethical Duties:

1. Walks the bus at the end of each route to check that no students remain on board.
2. Maintains confidentiality about all aspects of written and oral records.
3. Demonstrates a respect for the legal and human rights of students, instructors, and other staff.
4. Follows health and safety procedures established by the District.
5. Arrives and departs punctually, notifying appropriate personnel about absences and

coverage.

6. Demonstrates dependability, integrity, and other ethical standards.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skills, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Terms of Employment:

As specified by contract

Evaluation:

Performance of this job will be evaluated in accordance with this document and the Transportation Director

Approved by: Hermon School Committee Date: August 4, 2025

Reviewed and agreed to by: _____ Date: _____