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JOB POSTING FOR 2025-2026 SCHOOL YEAR

TITLE: BUS DRIVER	**FLSA:** Non-Exempt
REPORTS TO: Transportation Office Manager	**POSTED:** April 8, 2026
SALARY: Commensurate with Bus Drivers' Contract - Rate for 2025-2026 is $26.25/hr.	**NUMBER OF DAYS:** School Year Position
LOCATION: Bus Garage	**DAILY HOURS:** Up to 6.5 hrs Daily Route plus option for additional trip/sub hours

POSITION SUMMARY

Under the direction of the Transportation Office Manager and Director of Operations, the bus driver assumes primary responsibility for the safe and timely transport of students. The driver checks out the bus, follows the assigned route, picks up students at designated bus stops and delivers them to their destinations within a prescribed time schedule. The driver must have knowledge of the streets in the school district. The driver must demonstrate a thorough knowledge of the laws, ordinances, rules and regulations concerning the operation of school buses. The driver must have a working knowledge of safety standards, be alert, and exercise good judgment in an emergency. The driver must establish and maintain a positive rapport with students, administer discipline in keeping with school policies and exhibit a high degree of maturity and diplomacy in dealing with parents, teachers and staff.

DUTIES AND RESPONSIBILITIES

These duties and responsibilities are judged to be "essential functions" in terms of the Americans with Disabilities Act (ADA).

- Drive a school bus according to a designated route and schedule.
- Operate a bus in various traffic, weather and road conditions with the safety of students as the priority.
- Obey all laws governing the operation of a vehicle and/or a school bus.
- Perform daily inspection of the bus prior to beginning a route and complete form indicating the same. Report malfunctions to mechanics.
- Supervise students while driving, maintain a safe and orderly atmosphere, and issue disciplinary measures when necessary.
- React appropriately and independently in emergency situations.
- Communicate with parents and school staff on student behavior.
- Maintain the bus in a clean and orderly condition, sweep and empty trash.
- Refuel the bus when necessary.

- Takes all necessary and safety precautions to protect students, equipment, materials and facilities.
- Maintains accurate and complete records as required by law, St. Johns Public Schools policy and administrative regulation.
- Attends staff meetings when available.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

RECOMMENDED EMPLOYMENT QUALIFICATIONS

EDUCATION and/or EXPERIENCE:

- Two years experience as a school bus driver *preferred.*

CERTIFICATES, LICENSES REGISTRATIONS:

- CDL B Drivers License with S and P Endorsements with Air Brakes will be required. The district will support individuals in obtaining CDL with school bus driver endorsement.
- Current DOT Medical Card

OTHER KNOWLEDGE, SKILLS AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, mill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability and willingness to work with students, staff and administration.
- Ability and willingness to communicate with parents and community.
- Ability to work effectively with administrators, colleagues, central office and school based staff, students, parents and community.
- Excellent human relations skills.
- Ability to stay calm in stressful situations.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, run, talk or hear. The employee frequently is required to walk and stand and move quickly. Ability to move around the school including stooping, bending, standing for extended periods and moving heavy objects. Crisis intervention may require participating in physical restraints. Specific vision abilities required by this job include close vision, color vision and depth perception. While performing the duties of the job the employee will be required to leave the building.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment usually varies. Work is performed indoors and outdoors all year round.

If interested in this position, please apply through FastTrack.
A completed online application is required for all applicants.
This position will be posted until filled.

It is the policy of St. Johns Public Schools that no discriminatory practices based on sex (including sexual orientation and gender identity), race, religion, color, age, national origin, disability, height, weight, marital status, political affiliations and beliefs, or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance.