

Bus Driver Responsibilities

1. The driver shall adhere to commonly accepted rules of the road.
2. The driver shall "remain in the bus" while students are loading and unloading.
3. The driver shall adhere closely as possible to the time schedule arranged for his or her route.
4. Buses shall stop to load or unload students only at an approved designated stop and buses are to be brought to a full stop before taking on or discharging students.
5. The driver shall require the riders to remain seated.
6. Drivers may require students to change their seating location for disciplinary or other proper reasons.
7. Bus drivers are expected to use proper language at all times.
8. If the bus is "on time" and a student is not at the designated stop, the bus driver shall not wait.
9. The bus driver shall not leave the bus at any time when there are students aboard or at any school and or student pick-up location without first stopping the engine, removing the ignition key and setting the brake.
10. Drivers are to instruct student who are observed misbehaving to cease such behavior.
11. The bus driver shall not put any pupil off the bus. The privilege of riding the bus shall be denied only by the principal or bus coordinator following proper notification to the student and student's parents.
12. The bus driver is to report a misbehaving student to the principal, assistant principal or head teacher of the students' school.
13. If misbehaving student refuses to identify him/herself, the bus driver should notify the principal /designee or head teacher at the first school stop following the misbehavior and identify the offender(s).
14. The bus driver may select a student to leave the bus at a school location and notify an administrator if the driver wishes to report student misbehavior or for any necessary reason.

15. The bus driver and school principal are jointly responsible for maintaining proper discipline on the school bus.
16. In an Emergency situation the bus driver is to pull over and request assistance using a two way radio or cell phone when necessary.