

The bus driver or substitute driver will be assigned, supervised, and evaluated by the superintendent of schools or his or her designee. A beginning driver will be placed on a ninety day probation. The driving records of all drivers will be checked. A driver must have the approval of the school district's insurance carrier. An unacceptable driving record, as determined by the board of education or non-approval by the school district's insurance carrier, will result in immediate termination of employment as a bus driver. His or her duties shall include, but not be limited to, the following:

GENERAL REQUIREMENTS.

- I. Annually passing of state required licensing and physical examinations as set forth by the Nebraska Department of Education and the Nebraska Department of Motor Vehicles. Possessing a valid Nebraska School Bus Drivers Permit. The school district will pay for the driver's physical examination.

The board of education reserves its right to require a bus driver or substitute bus driver to undergo a reexamination physical any time, at its discretion. Any driver, if stopped by a law enforcement officer and requested to participate in a blood alcohol or a substance abuse check shall submit to the check.
- II. Abiding by the regulations as set forth by the Nebraska Department of Education and the Nebraska Department of Motor Vehicles and operating the school vehicle in a safe and legal manner at all times.
- III. Performing those pre-trip and post-trip vehicle inspections as prescribed by the school district.
- IV. Maintaining the cleanliness of the school vehicle inside and out (including windows). Inspecting and clearing the inside of the bus of all rubbish, dirt, or debris after each route and each activity trip.
- V. Maintaining discipline of student riders.
- VI. Communicating immediately to the superintendent of schools, or his or her designee, any problems concerning a vehicle's operation, patron complaints, or student discipline problems.
- VII. Maintaining a cooperative working relationship with all personnel, students, and patrons.

AR-4240.15, Con't.

- VIII. Conducting school bus evacuation drills as prescribed by school district policy. Being familiar with the school district's transportation accident procedures regulation.
- IX. Cooperating with the administration in making the transportation system as economical and serviceable as possible.
- X. All wages paid to drivers will be paid by the school district. Payment for route trips will be for actual trips driven. Activity trips will be paid using the activity pay plan.
- XI. All route assignments and activity trips will be made by the transportation supervisor and/or the superintendent of schools.

ROUTE REQUIREMENTS.

- I. The route driver shall have his or her bus in line to load students ten minutes prior to the dismissal of school.
- II. The route driver will assist the superintendent of schools, or his or her designee, in setting up bus routes and in making the transportation supervisor aware of any hazards that may exist or occur on his or her route.
- III. Substitute drivers will be paid a set amount per number of route runs. This amount shall be determined annually by the board of education.

ACTIVITY TRIP REQUIREMENTS.

- I. Approved activity trips will be limited to a maximum of sixteen hours per day. A driver pass for activities to which they may drive will be provided. Special arrangements for overnight activities will be made with the bus driver before the activity takes place.
- II. Activity trip drivers shall have the bus at the loading area no less than fifteen minutes before the scheduled departure time.

AR-4240.15, Con't.

III. All activity drivers will be assigned by the transportation supervisor and/or the superintendent of schools.

IV. An activity driver will be paid an amount as determined by the board of education from the time he or she leaves until the time he or she returns. Bus drivers assigned to over night trips will be paid for actual driving time. The minimum hours per day will be eight hours.

V. Performing such other tasks and duties as may be assigned.

VI. Minimum physical activities required.

ACTIVITY	SELDOM 0-10%	OCCASIONAL 11-35%	FREQUENT 36-65%	CONSTANT OVER 65%
Standing		X		
Walking	X			
Sitting				X
Bending/ Stooping		X		
Reaching/ Pulling			X	
Climbing	X			
Driving				X

Lifting 30# Max.		X		
Carrying 10 ft.		X		
Manual Dexterity Tasks ¹			X	

¹ Operate motor vehicle. Familiar with radio communication procedures.

VII. Minimum educational preparation requirements.

A. High school diploma.

