CENTER GROVE COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION

Position Title	**Bus Driver - 4.5 hrs**
Building/Department	**Transportation Department**
Supervised & Evaluated By	**Director of Transportation**

Position Details:
Days Per Year: **180**
Hours Per Day: **4.5**

Employment Status:
- ☐ Full-Time Employment
- ☑ Part-Time Employment
- ☐ Temporary Employment
- ☐ Seasonal Employee

Benefit Level:
- ☐ **A Certified Administrators**
- ☐ **B Directors and Coordinators**
- ☑ **C Support Staff**
- ☐ **D "Other" (No Benefits)**
- ☐ **Bargaining Unit**
  Master Teacher Contract

FLSA Overtime Status:
- ☐ Exempt
- ☑ Non-Exempt

Job Description Updated:
10/2025

Minimum Qualifications and Credentials Required:

- High School diploma or general education degree (GED)
- Have or ability to obtain a CDL
- Valid Indiana Drivers license with a clean driving record
- Exemplary interpersonal skills
- Ability to work with students of all ages
- Must be able to pass a physical fitness and drug test

Essential Functions:

- Drive a school bus safely on a daily basis
- Promote high standards of safety at all times
- Perform and properly complete daily pre-trip and post-trip inspections
- Comply with all traffic ordinances
- Comply with discipline policies as noted in the Transportation Handbook
- Participate in on-site required training
- Enforce school bus rules and regulations for students
- Maintain student discipline at all times
- Keep assigned bus clean
- Maintain assigned schedule and route

- Notify the Director of Transportation in case of mechanical failure or route diversion
- Discharge students at authorized stops only
- Transport authorized students only
- Report all accidents and complete required reports accurately and promptly
- Complete work orders for required service and repair
- Keep appropriate fuel usage records
- Perform other tasks and assume additional responsibilities as assigned by the Director of Transportation