



River Bend Community Unit School District #2

Where Everybody is Somebody

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PLEASE POST

POSITIONS AVAILABLE

BUS GARAGE

SUBSTITUTE BUS & VAN DRIVERS NEEDED

Training Provided

APPLY TO:

Taylor Whitney
Transportation Director

DEADLINE

Internal – August 12, 2026
External - Until filled

cc: Stacy Gates/Sam Howard
Taylor Whitney

8/4/2026

River Bend Community Unit School District #2

Job Description

Title: Bus, Mini Bus, and Van Driver

Qualifications:

1. Good health, subject to physical exam, drug test, high school diploma, and citizen of the United States.
2. Office of Secretary of State School Bus Driver Certification
3. Demonstrated aptitude or competence for assigned responsibilities.
4. Academic, professional, and personal excellence as board specified.

Reports to: Transportation Director

Job Goal: Ensure the safety of transported students and staff through consistent legal and safe driving.

Performance Responsibilities: The bus/mini bus/ and van driver will:

1. Drive a bus, mini bus, or van as assigned.
2. Inspect the bus they are driving daily as outlined in the requirements as stated by the State of Illinois including the pre-trip safety inspection and occupancy sign postage and post-trip inspection, walk-through and occupancy sign posting.
3. Inspect bus, mini bus, or van before and after trips and report deficiencies to the transportation director to ensure the safety of all who are transported.
4. Maintain the discipline on the bus and report discipline referrals to the transportation director to ensure the safety of all who are transported.
5. Dress appropriately and in a manner that is neat, clean and non-controversial. No open end heel or open toe shoes.
6. Maintain current route sheets in bus with pick up times
7. Maintain seating chart with one copy at district office.
8. Maintain description of how to run route with turn-by-turn directions.
9. Following communication with the sponsor/coach may leave for a one (1) hour or less meal break during the extracurricular event time. At all other times, the driver shall be available to the sponsor at the event site. The bus driver shall not leave the city limits, and in large cities shall remain within three (3) miles of the event site. Drivers shall be available and on site at the activity at least one (1) hour prior to the estimated ending time of the activity.
10. May request permission to have a spouse, son, or daughter ride along on extracurricular trips provided he/she received advanced approval by the Transportation Director and room is available on the bus.
11. Will follow any and all procedures as provided by the Transportation Director concerning the use of on-bus cameras.
12. Sweep, pick up and clean his/her bus/mini bus/van every day.
13. Not make any route changes without the approval of the Transportation Director and district administration.
14. Be courteous and considerate of students while following all State of Illinois bus driver laws and expectations during all routes and extracurricular trips.
15. Follow district rules of no food/drink will be allowed during the operation of the bus/mini bus/van.
16. Keeps both hands on the wheel and drives defensively to prevent surprises.
17. Approach intersections defensively and slow down gradually when approaching stop signs.
18. Make full stop at all stop/yield signs.
19. Use turn signals for lane changes and turns.
20. Use 4-ways at railroad tracks and stop at all railroads whether loaded or unloaded.
21. Drive within speed limits and maintain proper speed for conditions.
22. Use 8-way lights for loading or unloading and on school property.
23. Work cooperatively with Transportation Director, other bus drivers, and district staff.
24. Maintain chain of command regarding disciplinary issues, bus conduct reports, and other student concerns.
25. Perform other duties as assigned by the transportation director, principal, or superintendent.

Terms of Employment: Salary and work year established by the Board and Collective Bargaining Agreement.

Evaluation: Performance of this job will be evaluated by the transportation director annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.