BrightStone Job Description

Title: Bus Driver, CDL not required **Date Prepared: 11/5/2026**

Reports To: Transportation Coordinator **FLSA: Part-time/Hourly**

Position Summary:

The Bus Driver is responsible for providing safe, reliable, and courteous transportation for adults with intellectual and developmental disabilities. This position transports students to and from BrightStone, community-based activities, employment opportunities, field trips, and other authorized events. Driver is expected to demonstrate safe and defensive driving practices, maintain a clean and safe vehicle, assist students as needed, and provide a positive, caring experience for all passengers.

Principal Duties and Responsibilities:

- Operates vehicle in compliance with all traffic and safety laws and regulations, exhibiting defensive driving habits and observing posted speed limits
- Transport students on an assigned route according to a defined schedule to and from BrightStone and their homes in the mornings and afternoons which may require driving during pre-daylight and dusk periods
- Transport students to and from routine community based activities including jobs, recreation, and other adult activities
- Transport students on field trips, other sanctioned outings, athletic contests, and community events
- Monitors riders for potentially dangerous riding situations; Watches for and confiscates sharp or dangerous objects; Reports riders who break posted rules
- Monitors orderly entering/exiting the bus. Takes appropriate safety precautions as students are boarding and departing assisting as needed
- Safely operates the wheelchair lift and safely loads students and chairs on and off vehicle
- Daily inspects the bus and checks fuel, oil, water, lights, brakes, and steering according to the Daily Inspection Sheet in the Transportation Manual
- Regulates heating and ventilating equipment provided on the bus for the comfort of passengers before driving
- Identifies needs and arranges for repairs and maintenance according to the Routine Inspection Sheet in Transportation Manual

- Immediately reports all accidents to BrightStone's Director of Programs and law enforcement officials. Handles emergency situations according to BrightStone's protocal and procedures, including stabilizing the situation and attending to the needs of the students until assistance can be obtained. May implement emergency evacuations to include assisting students to evacuate the bus and provide safe transport
- Maintains records of bus mileage, gas and oil consumption, and the number of passengers transported
- Clean the bus inside and out, as needed
- Perform other related duties as required

Minimum Training and Experience Required

- Must have a clear driving record
- Previous experience operating a bus or large passenger vehicle required. CDL is not required.
- Complete and pass a criminal background check and drug screening

Skills and Abilities Required

- Ability to relate positively, patiently, and kindly to students with intellectual and developmental disabilities
- Function as part of a multi-disciplinary team
- The successful candidate will have a servant's heart and sound judgment while being tactful and caring
- Communicate clearly utilizing verbal and written skills
- Possess analytical problem-solving and sound judgment skills
- Ability to stand for long periods of time
- Ability to lift up to 50 pounds

Employee Review:

I have read the above job description and understand that it is intended to describe the general job requirements. It is not an exhaustive statement of duties, responsibilities, or requirements. I understand that this job description does not preclude my supervisor's authority to add or change duties or responsibilities and that the performance of other duties will be required from time to time to meet BrightStone's needs. I have been provided a copy of this description.

Employee:_____ **Date:**_____