

MACKAY SCHOOL DISTRICT
Classified Job Description
Bus Driver

Definition: Performs all job responsibilities in a safe manner. Provide safe transportation on a daily basis for children and parents. Perform daily preventative maintenance on vehicles. Solicit volunteers for participation in the program. Be a team player.

Work Schedule

Route # Darlington Allotted time for route 4 hours
Sick leave 1 day mo = 9 year

PHYSICAL/MENTAL ABILITIES AND PROCESSES:

- Physical capability, strength and coordination adequate to drive passenger bus.
- Basic computer literacy (Internet and e-mail use required).
- Ability to visually assess the health and behaviors of children.
- Intermediate level decisions needed to adhere to safety and scheduling considerations.
- Lifting in excess of 50 lbs., ability to carry or drag a child in an emergency situation out of the bus to a safe area.
- Frequent bending at neck, waist and knees and occasional squatting.
- Occasional climbing of steps to enter and exit bus.
- Daily sitting, about 85% of working day.

Desirable Qualifications:

1. Must have or be willing to obtain a valid Commercial Driver's License (CDL Class A) with passenger and school bus endorsement, and an acceptable driver's record.
2. Experience driving school bus, commercial vehicle or transporting children and adults.
3. Must have or be willing to obtain a current DOT physical.
4. Ability to lift in excess of 50 lbs.
5. Knowledge of Idaho school bus regulations and operation requirements desirable.
6. Must be willing to submit to drug and/or alcohol screening upon hire, post accident, reasonable cause and randomly.
7. Must have or be willing to obtain Adult and Pediatric CPR and First Aid certifications within 60 days from date of hire.
8. Working knowledge of modern office communication systems: E-mail, voice mail, computer system, and the ability to operate various office equipment: Computers, fax, photocopy, etc.
9. Ability to maintain records on a computer system or willing to learn.
10. Good verbal and written communications skills.
11. Bilingual in English and preferably Spanish desirable, but not required. The primary language in the workplace is English.
12. No prior convictions of child abuse/neglect. Criminal History Background Clearance.
13. Physical and TB screen upon conditional offer to hire.

RESPONSIBILITIES:

1. Ensure safety is a priority in performing all job responsibilities. Ensure adherence to the safety policy.
2. Assist in establishing and maintaining bus routes.
3. Transport children to and from school according to established schedules in a safe and timely manner.
4. Provide transportation for parents to and from school and school activities when required.
5. Follow established transportation policies and procedures.
6. Follow established child guidance policies and procedures.
7. Be familiar with emergency evacuation procedures and implement as needed to assure safety of children.
8. Maintain a safe and clean vehicle and follow vehicle maintenance schedule of daily and 60-day inspections.
9. Inform replacement drivers of routes to be driven, safety precautions and use of forms, etc.
10. Recruit, plan for, utilize and train volunteers as bus monitors.
11. Provide customer service in reception, greet and direct visitors at the site.
12. Follow step-by-step activities as outlined in content area plans and policies and procedures.
13. Maintain current valid driver's license and liability insurance at all times on any personal vehicle used to conduct school district business.
14. Obtain and keep current Adult and Pediatric CPR and First Aid certifications.
15. Obtain and keep current CDL and DOT physical.
16. Perform other relevant responsibilities as required by the program.
17. Participate in professional development, sometimes off-site, at the request and support of supervisor.
18. Must be responsible, and able to handle confidential material, organize effectively, and work independently.
19. Assure that a positive image of Mackay School District is portrayed at all times.

Please understand there are no contractual rights to this position. All classified positions with Mackay School District #182 are at-will positions and your employment may be terminated at any time, without cause.

Employee Signature _____

Date _____