
Job Title:	Bus Driver
Department:	Transportation
Supervisor:	Transportation Director
Agreement Type:	Part-Time based on business need
Employment Classification:	Non-Exempt
Supervisory Role:	No

Job Summary

The part-time Bus Driver is responsible for safely transporting students to and from field trips, athletic events, and other school-related activities as needed. This role requires adherence to all traffic laws and school transportation policies to ensure the safety and well-being of all passengers. The Bus Driver must comply with federal and state laws, and rules and mandates that pertain to school bus drivers. The ideal candidate will maintain a professional and courteous demeanor while fostering a positive environment during transportation. Flexibility in schedule and a commitment to student safety are essential for this position.

Essential Job Functions

- Ensure safety of students at all times
- Transport students safely and efficiently
- Follow assigned bus routes and schedules unless authorized to deviate
- Maintain required records and information
- Perform pre-trip and post-trip inspections as required and report problems
- Keep assigned vehicle neat and clean at all times
- Maintain up-to-date knowledge and awareness of changes in driving laws
- Obey all traffic laws
- Observe all mandatory safety regulations for school buses and student transport
- Maintain student control and report any violations to the proper authorities as prescribed
- Notify the transportation director in case of mechanical failure while on route/trip
- Transport only authorized students

- Report all accidents and complete required reports
- Enforce applicable federal laws, state laws, and the Board of Trustees policies
- Complete established pre-trip inspection of vehicle
- Report any hazardous conditions along the existing route to the transportation director
- Notify the transportation director in case of illness in order to permit time to secure a substitute driver
- Share in the responsibility for driving for a school-sponsored event and/or approved field trip
- Maintain respect at all times for confidential information, e.g. student identification information, student medication, student special requirements
- Interact in a positive manner with staff, students, parents and public
- Promote good public relations by personal appearance, attitude, conversation and by the safe professional operation of a school bus
- Attend meetings and in-services as required

Core Competencies

- **Attendance & Punctuality:** Schedules time off in advance, begins working on time, keeps absences within guidelines, ensures work responsibilities are covered when absent, and arrives at meetings and appointments on time.
- **Business Ethics:** Works with integrity and ethically, upholds organizational values, and abides by written policies.
- **Communication:** Ability to communicate clearly and effectively and take direction from supervisors.

Other Duties

- Attend staff, departmental, and other required meetings and trainings.
- Warm up the engine gradually in cold weather.
- Perform other duties as assigned by the Transportation Director.

Qualifications, Experience, and Education

- Born-again believer
- Appropriate state of Ohio certification
- High school diploma or equivalent required
- State of Ohio Commercial Driver's License (CDL) with appropriate endorsements (S/P)
- Such alternatives to the above qualifications as the Head of School and/or Board of Trustees may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly
- Ability to read and understand verbal or written instructions
- Effective active listening skills
- Organizational and problem-solving skills
- Basic first aid
- Knowledge of traffic rules
- Familiar with all materials in Ohio Preservice Bus Driver Training Manual
- Familiar with all materials in Ohio Pupil Transportation Operation and Safety Rules
- Trained to recognize signs of abuse or neglect and the signs of drug or alcohol abuse
- Ability to work independently
- Ability to read and understand road maps
- Trained in student management and handling of special needs children

Working Environment and Physical Requirements

- **Equipment Operated**
 - Bus
 - Tire gauge
 - Safety equipment on bus
 - Fire extinguisher
 - First aid kit
 - Body fluid kit
 - Various handheld items, e.g. tire iron, oil can, flares, broom, dustpan, flashlight, squeegee
- **Additional Working Conditions**
 - Occasional exposure to blood, bodily fluids and tissue
 - Occasional operation of a bus or vehicle in inclement weather conditions
 - Occasional evening/weekend/summer work
 - Occasional requirement to work overtime
 - Frequent stooping, kneeling and crouching during inspections
 - Frequent requirement to balance when adjusting side mirrors
 - Frequent extensive sitting
 - Frequent exposure to high levels of noise, e.g., bus engines
 - Frequent repetitive hand motion, e.g., turning the steering wheel, setting parking brake
 - Occasional requirement to lift students up to 90 pounds or push and pull wheelchair bound students, up to 500 pounds
 - Occasional requirement to carry bus students in an emergency evacuation
 - Frequent exposure to various fumes, e.g., carbon monoxide, diesel fuel
 - Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands/arms, crouch, climb, balance, kneel/stoop

This job description is designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements to clarify the general nature and scope of the stated role as part of the overall organization. The job description does not list all the tasks they might be expected to perform. It does not limit the right of the employer/supervisor to assign additional tasks or otherwise modify duties to be performed. This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position but is intended to accurately reflect the essential job elements.

Acknowledgment

I, _____ (Print Name) understand the above job description and agree to comply with, and be subject to, its conditions. I understand that the Dayton Christian School reserves the right to delegate, remove, expand or change any and all responsibilities listed above and will inform me of any such change. I acknowledge that I can fulfill the above duties with or without reasonable accommodation.

Employee Signature

Date

Supervisor Signature

Date