

TULSA PUBLIC SCHOOLS

Equal Opportunity Employer

Job Description

Job Title: Bus Driver/12 Mo/8 Hr

Reports to: Terminal Manager
Department: Transportation
Number of Days: 12 Months
Compensation: MT-6
Overtime Status: Non-Exempt
Date Job Revised: July 16, 2010

Position Summary: Willing and able to drive all assigned routes as needed. Will assist supervisors in various duties, including data entry.

Qualifications/Job Requirements:

Education:

- High school diploma / equivalent

Specialized Knowledge, Licenses, etc:

- CDL with passenger, air brakes, and school bus endorsements.
- DOT physical.
- State of Oklahoma school bus driving certificate
- Proficient in Microsoft Word, Excel, and Outlook
- Familiarity with Microsoft Access and PowerPoint products a plus

Experience:

- Two years experience driving a school bus a plus.
- Experience in employee relations, training and safety a plus.

Specific Training/Skills:

- Self starter highly motivated with positive reinforcement.
- Able to promote team player concept.
- Assist supervisor as needed.

Physical Requirements (If Applicable):

- Must pass DOT physical.
- Must be able to lift up to 50 lbs.

Other:

- Demonstration of excellent written, verbal communication, and organizational skills.
- Excellent attendance record and knowledge of city.
- Knowledge of GPS system or willing to be trained.

Scope of Authority (If Applicable):

- Drivers.

Financial Responsibility (Such as budgetary responsibility, cash management, and purchasing):

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Customer Contacts:

- Internal: Transportation personnel.
- External: Students, patrons, and public.

Duties and Responsibilities:

- Monitor routes assigned to you daily 75%
- Possess the ability to drive any route assigned
- Check route book for updates, make the appropriate corrections and provide feedback to driver
- Discuss problems or question with drivers
- Review and audit pre/post trip documentation, bus inspections, and seating charts 25%
- Check assigned buses for cleanliness, signs, and needed equipment

- Have a route coverage plan in your area if needed
- Take corrective measures on driver when needed
- Assist with route evaluations
- Assist with driver training
- Motivate others with ongoing positive reinforcement and promote a team player concept
- Enforce all policies and procedures of district and the Transportation department
- Attend all required meetings
- Create analytical reports
- Monitor fleet maintenance and relay pertinent information to the Terminal Manager/Assistant to the Supervisor
- Work in Dispatch when needed
- Assist with emergency bus evacuations when needed
- Assist with the delivery of the transportation service evaluations to schools
- Work with the Fleet Maintenance Supervisors
- Attend training classes as needed
- Any and all duties as assigned by the Terminal Manager