



Job Title: *Bus Driver

Department: Transportation

Reports To: Terminal Manager; Lead Driver

Grade: MT-06

Number of Days: 9 months

Security Access: None

Current Date: February 25, 2015

Overtime Status: Non-Exempt

Position Summary: Willing and able to drive all assigned routes as needed and assist Terminal Managers and Lead drivers with various duties as needed. Drives a school bus safely in accordance with time schedules; transporting students to and from their homes, a variety of school sites and on field trips as assigned.

Minimum 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

Experience:

- None

Specific Training/Skills:

- Self-starter, highly motivated with positive attitude
- Able to promote team player concept
- Assist managers as needed

Physical Requirements (If Applicable):

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

Other:

- Excellent attendance record and be willing to attend extra training

Customer Contacts:

- **Internal**
 - Transportation personnel, maintenance staff, and school personnel
- **External**

- Students, patrons, and public

Essential Job Functions:

- Operates a two way radio 10%
- Oversees the loading and unloading of students, releasing students to authorized individual 10%
- Maintains order and proper discipline of passengers; resolving disputes, documents and reports severe disciplinary cases 10%
- Conducts established safety and operational inspection of assigned vehicle daily 10%
- Assures maintenance of bus in safe and clean operating condition; reporting needed mechanical repairs, installing special safety belts, sweeping interior of the bus and washing windows daily, services the bus with gas and oil, follows established security procedures 10%
- Maintains a variety of records and reports including but not limited to mileage, routing, maintenance, and time schedules 10%
- Attends meetings, programs, and in service training as assigned 10%
- Maintains current required licenses and certificates 10%
- Notifies appropriate individuals of any delays in scheduled route. Assists with other routes when breakdown or other unusual circumstances occur as assigned 10%
- Performs other related duties as assigned 10%

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*Willing to train qualified candidates.