

## JOB DESCRIPTION

<b>Title:</b>	Bus Driver
<b>Status:</b>	Non – Exempt
<b>Terms:</b>	Permanent Part – Time
<b>Location:</b>	Multiple Locations
<b>Reports To:</b>	Center Manager
<b>Pay:</b>	TBD

**Job Summary:** Operates a school bus over designated routes to transport students safely and efficiently; perform regular safety inspections; prepare a variety of records and reports related to assigned activities; and other related duties as required.

### Essential Duties and Responsibilities:

- Correct and/or report safety, sanitary and fire hazards when observed.
- Drive school bus on assigned afternoon bus route and/or special activities trips, secure accurate count of all children per regulations, observe all traffic rules and regulations.
- Perform required pre-trip and post-trip inspections.
- Maintains bus cleanliness in accordance with guidelines and prepares log and reports as directed.
- Attend all required trainings, safety meetings and driver education and safety programs as directed. Maintain effective communications between coworkers and supervisor.

### Education Requirements:

- High school diploma or equivalent.

### Required Work Experience:

- Able to relate well to students, staff and the public.
- Read, understand, and carry out oral and/or written instructions.

- Adhere to the federal requirements of a drug-free workplace.
- Must have current CDL (School Bus and Passenger Endorsements included).

### **Equal Opportunity Employer**