

**Central Christian School**  
**Bus Driver**  
**Job Description**  
**August 2019 - July 2020**

**Summary:** The School Bus Driver serves the school by safely transporting students to and from school in the mornings before school and the afternoons following completed school days as well as students and staff for co-curricular and extra curricular activities.

**Supervision**

The Bus Driver reports to the Operations Director

**Position**

The Bus Driver is responsible for operating a school bus and transporting school-aged children and other authorized personnel safely and efficiently over specified routes to and from schools and various activities. The Bus Driver conducts pre-trip inspections; observes safety regulations and policies; enforces student restorative-discipline on the bus; and performs related work, including general cleaning of specified buses and equipment

**Pay Grade**

**Level H: High responsibility hourly staff requiring legal certifications and responsible for student safety. Works under supervision.**

**Expectations**

- Reflect a personal faith in Jesus Christ through lifestyle, church commitments and a commitment to Christian education.
- Be professional and courteous in dealing with students, families, faculty and staff, and the general public.
- Follow all applicable school policies and procedures as outlined in the Employee Handbook.

**Contract Information**

Hourly Staff

Working hours are typically 6am-10am, 2:30pm-4:30pm

Monday-Friday (or otherwise specified during school year, not to exceed 40/hr week unless authorized)

**Responsibilities**

- Ensures that the vehicle can be operated safely before driving and conducts pre-trip safety inspections as required by federal and state laws to include observing visual defects and checking operating systems to include brakes, horn, lights, emergency flashers, extended stop arms, and door-opening devices.
- Operates the vehicle safely over an assigned route, picking up and delivering only authorized students at assigned bus stops
- Obeys all traffic laws and transportation practices as outlined in the CDL manual, Bus Driver Handbook, School Employee Handbook and local ordinances.
- Conducts semi-annual bus evacuation drills as required by the Department of Education and implements evacuations as required in an emergency to include safely exiting from the rear of the school bus.
- Keeps assigned time schedules, which may require driving during pre-daylight and dusk periods, making every effort to be on time while ensuring safety.
- Notifies the Operations & Maintenance Director in cases of mechanical failure, safety deficiencies, when off schedule, or other incidents.
- Drives students and school employees on field trips, extracurricular activities, and other special events, often in evenings and at night, as assigned.
- Keeps assigned bus(es) cleaned

**Qualifications**

- Experience driving a school bus preferred (training provided for the right candidate)
- Experience working with children is preferred
- CDL license required (with passenger endorsement)
- Clean driving record over the past five years

- Physically able to perform and demonstrate emergency evacuation procedures. This includes the pushing/pulling of up to 50 pounds.
- Dependable and reliable in work schedule
- Personal qualities of integrity, credibility, and dedication to the mission of Central Christian School.