

JOB DESCRIPTION

POSITION BUS DRIVER
SUPERVISOR PRINCIPAL/HEAD DRIVER

SUMMARY:

Bus drivers are Center employees who provide transportation in vehicles owned and operated by the Center to and from school for school students. Drivers are responsible to facilitate the communication process between home, school, and the bus, and are required to implement school policies and procedures while conducting their responsibilities as a bus driver. Drivers are responsible for students' safety and maintaining a Christian atmosphere while transporting students to and from school. (2 Timothy 2:1f; Deuteronomy 11:18-21)

QUALIFICATIONS:

- A. Bus drivers shall be individuals who are able to demonstrate the qualities of a Christian character, and who enjoy working with children. (Eph. 4:29-32; Titus 1:6-9)
- B. Bus drivers shall possess a valid license necessary to drive the type of vehicle that they are being asked to drive, and shall maintain a safe driving record.
- C. Drivers shall be able to meet all qualifications required by the State Department of Transportation, Department of Education, and the Center's insurance carrier, as well as any other regulatory agencies involved in the transportation of students.
- D. Drivers shall possess the communication skills required to assure that adequate communication occur between students, drivers, faculty, and parents.

RESPONSIBILITIES

- A. Drivers shall be responsible for cleaning their vehicles weekly, keeping vehicles appropriate for the transportation of students, and well maintained by reporting to the Principal or his designate anything that needs attention regarding the maintenance or operation of the vehicle.
- B. The driver shall be responsible to develop and keep current a daily bus schedule and map of his/her route for the students he/she is responsible for picking up and dropping off, and shall maintain the

schedule that is adopted by his supervisor on a regular and reliable basis.

- C. The driver is responsible for communicating with the parents, students, and Principal any information or alteration of schedule that is necessitated by driving conditions, vehicle conditions, or other things beyond the driver's control.
- D. The driver is responsible for reporting immediately to the Principal or his designate any vehicular conditions which affect his/her job, threaten the safety of students, or otherwise jeopardize the daily transportation of students to and from school.
- E. It shall be the responsibility of the drivers to keep their vehicle clean (to represent the Center appropriately to the community), and well maintained (for safety purposes).

This includes:

- 1. Cleaning their vehicle on the outside and inside at least weekly, before loaning the vehicle out, and more often when required.
- 2. Waxing the exterior of their vehicle annually.
- 3. Checking oil levels, tire pressure levels, brake fluid, transmission fluid, power steering fluid, and radiator levels at least twice a week.
- 4. Drivers shall submit on a maintenance form any noises, unusual running conditions, or other suspicions that their vehicle may need maintenance.
- 5. Drivers must fill out mileage figures on the fuel purchase slips every time fuel is purchased.

EVALUATION

- A. Drivers will participate in a minimum six month probationary period during which time he/she will receive two supervisory evaluations. After the successful completion of two three-month evaluations, he/she will thereafter participate in a formal evaluation procedure every year. These evaluations will be documented and placed in the driver's employee file.
- B. Should a driver receive an unsuccessful evaluation, the Principal will determine whether to dismiss the driver, or allow the driver to continue on a probationary basis.

ADOPTED: AUGUST 10, 1991
AMENDED: OCTOBER 28, 1994; NOVEMBER 2001