

PLEASE POST

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SUBJECT: Vacancies

**FROM: Nora Jefferson, Assistant Superintendent
Human Resources/Labor Relations**

DATE: March 9, 2006

JOB TITLE: (5) BUS DRIVER

SUPERVISOR: COORDINATOR OF TRANSPORTATION

JOB SUMMARY

On-call driver. Job responsibilities include but are not limited to: Be available to substitute as a bus driver when needed, comply with Board of Education policies, know bus routes, control behavior on bus.

MINIMUM QUALIFICATIONS:

1. Valid CDL or Training Permit. (maximum of 2 points)
2. High school diploma or equivalent
3. Minimum of three (3) years experience in driving vehicles of five (5) tons or greater.
4. Ability to communicate with students.
5. Pass the Department of Transportation physical.
6. Good driving habits, work ethics, and character.
7. Neat personal appearance and sound personal habits.
8. Other qualifications as the Board of Education may find appropriate and acceptable.

ESSENTIAL RESPONSIBILITIES:

1. Comply with all State and Federal Laws pertaining to the operation of school buses while on the job.
2. Comply with all Board Policies and Administrative Regulations.
3. Drive all days that are deemed safe enough by the Superintendent and the Transportation Coordinator.
4. Establish favorable working relations with other drivers, maintenance personnel, teachers, students, principals, and total school staff.
5. Attend drivers' in-service meeting unless excused by the Transportation Director.
6. Cooperate with the Transportation Director/Dispatchers in making maps, laying out routes, preparing student rosters, etc.

7. Pre-trip and post-trip bus daily, report maintenance requirements, and perform housekeeping duties inside and outside the bus and the work areas.
8. Allow no one to drive the bus or serve as a substitute unless authorized by the Superintendent or Transportation Director.
9. Operate the bus on approved time schedule.
10. Conduct emergency evacuation drills in keeping with Board policies.

ESSENTIAL FUNCTIONS:

11. Drive defensively under varying traffic conditions and inclement weather.
12. Fill the gas tank and add oil when necessary.
13. Exhibit positive image as loyal representative of the school district.
14. Operate all vehicle types used in transporting students in the school district.
15. Identify the geographic service area of the school district.
16. Deal with exuberant behavioral characteristics of youthful riders in an appropriate manner.
17. Administer disciplinary procedures in keeping with Board policies and job description of bus drivers.
18. Be alert and exercise good judgment concerning emergencies and disabled vehicles.
19. Transport only students assigned to their bus to and from the vicinity of their homes to and from the school they attend and transport all students on the roster unless a student is removed by the Transportation Director, Dispatcher, Principal, or Superintendent.
20. Allow only authorized riders, as designated by the sponsor, on field trips, athletic team trips, and other special trips.
21. Exercise responsible leadership during out-of-district trips.
22. Report damage/vandalism on the bus to the Transportation Director, Dispatcher, Principal, or Superintendent.
23. Report accidents to the Transportation Director and file required reports.
24. Fill out and submit required reports promptly.
25. Perform other duties that may be assigned by the Superintendent or designee.

State of Assurances

It is the policy of the Benton Harbor Area Schools District not to discriminate on the basis of race, color, religion, national origin, sex, age, marital status, height, weight, or disability in its employment practice as well as in its educational programs, activities, and services. The Board reaffirms its policy to comply with Title VI, The Age Act of 1977, The Americans with Disabilities Act of 1990, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Elliot-Larsen Civil Rights Act, and all other applicable federal and state laws and regulation prohibiting discrimination.

Notice to Applicants with Disabilities

The employer will make reasonable accommodations for employees with disabilities. However, any person seeking such accommodation must do so within 182 days of the time he/she becomes aware of that need.

AN EQUAL OPPORTUNITY EMPLOYER