



JOB DESCRIPTION

POSITION TITLE	DEPARTMENT	REPORTS TO
Bus Driver	Transportation	IT/Facilities/Transportation Director
EMPLOYMENT STATUS	FLSA STATUS	EFFECTIVE DATE
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	6/1/2021

POSITION SUMMARY

Transports program children and parent to center’s activities, to and from home in a safe manner. Ensures that highest possible safety standards are followed in the operation and maintenance of the assigned vehicle. Follows all state, local and organizational requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Perform daily pre and post trip inspections for the operation of the vehicle, including all emergency equipment; record inspections on daily logs
- Maintain vehicle records, keep all mileage records, maintenance records and gasoline purchases, and submit to Transportation Manager as required
- Vehicle maintenance will be scheduled and completed in collaboration with IT/Facilities/Transportation Director
- Ensure vehicle has all required safety equipment on board, useable, and unobstructed
- Keep vehicle clean, free of debris and any safety hazards at all times. Conduct Emergency Evacuations at minimum three (3) times per year
- Provide School Bus and Pedestrian Safety training to children and parents within first thirty (30) days of school
- Work with Transportation Coordinator to establish and maintain the most economical daily route. Ensure timely communication of any schedule adjustments/changes to parents
- Maintain a current student roster including child’s name, address and estimated time of pick-up/drop-off and name(s) of adults authorized to pick-up children from bus stop, and map of route in the bus and in classroom for substitute drivers and classroom teachers
- Maintain accurate and up-to date emergency contact information on all children in program
- Ensure each child is released to the care of an authorized individual on the Permission to Release form
- Observe and report incidents of concern of children on the bus to the Center Coordinator
- Report all accidents to the proper authorities per state requirements
- Assist with the required use of seat belts for all passengers, and that all children are placed in appropriate height/weight child safety restraints
- Perform other duties as assigned

MINIMUM QUALIFICATION (KNOWLEDGE, SKILLS, AND ABILITIES)

- High School Diploma or Equivalent required
- Current Commercial Driver’s License (CDL) with School Bus (S) and Passenger (P) endorsements required or the ability to obtain and maintain S & P CDL endorsements.
- Must be able to pass drug testing requirements as governed by the DOT regulations, which includes enrollment in MCCC’s random drug/alcohol testing program.

PHYSICAL DEMANS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Mid-Columbia Children’s Council is an Equal Opportunity Employer, drug free workplace and complies with ADA regulations as applicable. Mid-Columbia Children’s Council is an equal opportunity Provider

Reviewed with Employee By:

Name (print): _____ Signature: _____

Title: _____ Date: _____

Received By:

Employee Name (print): _____ Date: _____

Employee Signature: _____