

WENTZVILLE R-IV SCHOOL DISTRICT
Position Descriptions
Locator: 7.05

Position Title: Bus Driver – Transportation

Reports to: Director of Transportation

SUMMARY

Transports students to and from school in a safe and timely manner.

QUALIFICATIONS/REQUIREMENTS

The Bus Driver shall have earned a high school diploma or its equivalent or have significant relatable experience, be an experienced driver, and must possess a valid Missouri School Bus Drivers License and CDL.

ESSENTIAL JOB DUTIES

- Maintains a valid Missouri School Bus Driver's License
- Drives school bus over the route as written and approved by the Director of Transportation
- Reports changes in route conditions to the Director of Transportation as soon as possible
- Secures student's adaptive equipment (i.e.: wheelchairs, safety vests, etc.) Assist students in evacuation procedures during emergencies and evacuation drills
- Operates school bus in compliance with Standard Operation Procedures
- Assists administrative personnel, teachers, and parents in promoting a positive relationship between the school, students, and parents.
- Observes employee rules, regulations and responsibilities contained in Board Policies and the Transportation Handbook.
- Conducts safety inspections of the bus as defined by the Transportation Handbook
- Attends meetings in accordance with departmental requirements
- Completes all required forms in a timely manner
- Enforces Transportation Handbook rules and Board of Education policies for safe bus riding
- Reports any traffic violations observed to the Director of Transportation Services
- Maintains a good record of attendance
- Keeps the bus clean

OTHER DUTIES AND RESPONSIBILITIES

Performs other duties as assigned by the Director of Transportation.

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PHYSICAL DEMANDS

- Exert 50 to 100 pounds of force occasionally (33%), and/or
- Exert 25 to 50 pounds of force frequently (33-66%), and/or
- Exert 10 to 20 pounds of force often to move object
- Ability to sit and stand for extended periods of time

MENTAL DEMANDS

Ability to function in a multi-tasking environment. Flexibility to adapt to changing operational conditions. Excellent interpersonal and public relations skills. Ability to function in high stress situations. Ability to communicate clearly both verbally and in writing. Ability to read, learn and respond to a variety of job related subjects.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans Disabilities Act (ADA) and are not an exhaustive list of duties performed for this position. The individuals currently holding this position perform the additional duties and responsibilities listed, and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Salary and work year to be in accordance with current pay plan and District Policy.

EVALUATION

Performance in this job will be evaluated in accordance with the provisions of District Policy on evaluation of support services personnel.