



# FREDERICA ACADEMY

Enriching the Mind, Body and Spirit.

## Bus Driver **Job Description**

**Position Title:** Bus Driver

**Classification:** Contract Employee

**Terms:** Hourly as Assigned

**Reports to:** Facilities Director and Athletic Director

**Date Modified:** April 2019

**Work Environment:** Frederica Academy lives the mission: *To maximize each student's potential and prepare every student for college and adult life through the development of mind, body, and spirit.* Employment at Frederica is more than a job. Because we are a dynamic, forward-thinking independent college preparatory school, much is required of our administrators, faculty and staff. We challenge and inspire each student to fulfill his/her promise and to better the world. In a highly competitive school landscape, our emphasis on the whole child and our legacy of excellence in teaching set us apart. The school is fully committed to a culturally diverse faculty and student body.

**Position Purpose:** Provide safe, friendly, attentive, and timely transportation service to students/teams who are in need of school-sponsored transportation to attend events of the school. While transportation is primarily needed for athletic teams to travel to sporting events, there are also other school events that require transportation like field trips or academic competitions. Buses are owned and maintained by Frederica Academy, and the school is seeking qualified drivers to assist in delivering these transportation services. The schedule for driving varies by season and while as much advance notice is given as possible, flexibility is required.

**Key Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Minimum five (5) years' experience in driving vans or buses preferred and must be at least 25 years of age
- Valid Georgia CDL license or the ability to obtain a Georgia CDL license within the first 60 days of employment
- High School Diploma or equivalent credentials, College degree preferred
- CPR and First Aid certified. Training can be provided by the School.
- Must possess a positive attitude and have the ability to work with a variety of people of all ages and in cooperation with coworkers efficiently and effectively
- Ability to easily adapt to organizational and environmental changes
- Must be flexible to working days, early mornings, evenings including late in the evening, weekends, and holidays
- Report to work at the scheduled time, neatly groomed and in compliance with School Dress Code Policy

**Tasks/Responsibilities:**

- Communicate in a responsive manner according to school procedures and policies.
- Inspect vehicle following DOT and school guidelines
- Clean the vehicle inside and out – before taking passengers and after returning everyone to campus.
- Provide friendly, attentive, timely, and safe transportation service as assigned.
- Transport persons and equipment to destination obeying all traffic laws and operator safety procedures
- Pump gas as required. When using school credit card, proper procedures must be followed and receipts obtained.
- Pick up parts as directed
- Fill out vehicle reports, reporting defects of any vehicle in a timely manner.
- Report all equipment problems and maintenance issues, known safety hazards, or unsafe practices and procedures to supervisor immediately
- Willing and timely execution of other duties as delegated by leadership, which may occasionally require attendance at employee or other scheduled meetings.

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is frequently required to walk and reach with hands and arms. The employee is required to climb stairs, balance, stoop, kneel, crouch, or crawl; engage in moderately strenuous physical activity both indoors and out. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee is occasionally exposed to bodily fluids, fumes or airborne particles and toxic or caustic chemicals. The employee is occasionally exposed to outside weather conditions and may frequently walk on slippery or uneven surfaces. The noise level in the work environment is frequently loud.

**Environment Characteristics:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The individual can expect the possibility of a stressful environment while dealing with a wide variety of challenges and can anticipate a varied array of student situations. The noise level in the work environment is usually moderate. Varied extreme outside weather conditions are possible. Evening and weekend commitments are required.