

OZARK R-VI SCHOOLS  
JOB DESCRIPTION

**TITLE: TRANSPORTATION-BUS DRIVER-LEAD**

**QUALIFICATIONS:**

1. Must hold CDL or the ability to obtain a CDL with Passenger, School Bus and Air Brake Endorsements.
2. Required Background clearance results must be satisfactory to the District.
3. Ability to pass required annual physical.
4. Ability to pass mandatory random drug tests.
5. Knowledge of transportation safety regulations and procedures.
6. Ability to deal with students in a courteous, but firm manner.
7. Ability to deal with adults in a responsible, courteous manner.
8. Able to make quick and responsible decisions.
9. Prior public transportation driving experience or commercial driving experience preferred.
10. Successful completion of annual health appraisal.
11. Certified Driver Trainer

REPORTS TO: Director of Transportation

JOB GOAL: To assist Director of Transportation and Transportation Supervisor with daily operations of the Transportation Department.

**PERFORMANCE RESPONSIBILITIES:**

1. Ensure transportation needs for extra-curricular activities are met.
2. Assist Director and Supervisor with transportation employee absence recording and time sheet record keeping.
3. Track total hours driven by bus drivers.
4. Track fleet mileage monthly.
5. Collect and calculate driver roster sheets.
6. Answer phone and radio calls.
7. Serve as a driver trainer.
8. Assists Transportation Director with supervisory roles.
9. Drive bus as scheduled or needed.
10. Perform other duties assigned by Director of Transportation

**PHYSICAL DEMANDS:**

- \*Repetitive motions with shoulder to open/close a bus door
- \*Repeated movements to and from the floor
- \*Repeated turning/twisting motions with all joints and waist
- \*Ability to sit for up to six hours
- \*Repeated push/pull on fingers, hands, wrists, shoulders, elbows and back
- \*Ability to turn head to both sides with full range of motion

TERMS OF EMPLOYMENT: 9.5 months as per School Board Policy GDBDA

TYPE OF POSITION: Non-exempt

EVALUATION: Annually by Director of Transportation

APPROVED BY SCHOOL BOARD: February 21, 2019