

SEDALIA SCHOOL DISTRICT #200

Job Title: Driver

Job Overview

- Additional Stipends Salary schedule
- Hourly paid on demand
- Reviewed annually with recommendation for re-employment in May
- Reports to Building Administrator

Qualifications

- Possess a valid Missouri Driver's License
- Ability to organize and plan effectively
- Excellent driving abilities
- Effective communication skills
- Possess an ethical and professional attitude toward colleagues and the policies of the district

Other Working Conditions

- Vacation, leave policies and fringe benefits as stated in Board policies

Responsibilities and Duties

- Possess a thorough understanding of, and an ability to relate to, youth
- Provide transportation services via private automobile as instructed
- Provide proof of liability insurance
- Properly install and maintain District provided car seat
- Maintain time and effort log as required by the administration
- Maintain mileage log as required by the administration
- Keep the child's safety in mind at all times
- Stay abreast of weather conditions
- Will be available to transport child early in adverse weather conditions or illness of the child. Will stay in contact with the child's parents and inform the administrator when altering the transportation due to weather conditions or illness
- Notify the administrator as quickly as possible of any absence
- Attend regular and special meetings as required by the administration
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the building administrator

DISCLAIMER

- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.