

JOB TITLE: SHUTTLE DRIVER

QUALIFICATIONS:

1. Valid Missouri Commercial Driver License with “S” and “P” endorsement.
2. Verifiable safe driving record
3. Demonstrate the ability to drive a school bus
4. Up-to-date physical
5. State and FBI background check

REPORTS TO: Transportation Director

JOB GOAL: To provide safe and reliable transportation of students to and from school.

PERFORMANCE RESPONSIBILITIES:

1. Run shuttles as needed.
2. Change videotapes; keep record of cameras on buses and tapes.
3. Keep track of cameras that are in need of repair or replacement.
4. Assist Transportation Director when needed.
5. The taking of trips will be based on hours worked.

EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the board’s policy on evaluation of support staff personnel. Bus drivers may be suspended from duty at any time by the Transportation Director for inefficiency, breach of rules, insubordination or other good cause. Final dismissal from service will be made at the discretion of the superintendent and the board of education.

Signed:_____ Date:_____
(Shuttle Driver)

Signed:_____ Date:_____
(Transportation Director)