

**OZARK R-VI SCHOOLS
JOB DESCRIPTION**

TITLE: TRANSPORTATION-SUV DRIVER

QUALIFICATIONS:

1. Must hold a class E driver's license.
2. Knowledge of transportation safety regulations and procedures.
3. Ability to work with students in a courteous, but firm manner.
4. Ability to work with adults in a responsible, courteous manner.
5. Able to make quick and responsible decisions.
6. Prior public transportation driving experience or commercial driving experience preferred.

REPORTS TO: Director of Transportation

JOB GOAL: To provide safe efficient transportation to students on extra-curricular/non-route trips.

PERFORMANCE RESPONSIBILITIES:

1. Performs complete pre trip inspection daily; report any noted mechanical problem on inspection form.
2. Drive extra-curricular/non route trips, transporting students to and from extra-curricular activities/non route trips; must be punctual.
3. Addresses behavior problems when necessary in order to maintain control/safety; maintains open communication with parents; reports major disciplinary problems to appropriate building principal in writing on School Bus Incident form.
4. Inspects vehicle for damage at end of each run; sweeps vehicle and leaves vehicle in clean condition.
5. Completes paperwork such as recording mileage, accident reports, and vehicle maintenance requests.
6. Obeys all traffic laws and observes all mandatory safety regulations.
7. Obeys all District transportation policies and disciplinary standards.
8. Washes vehicle as needed.
9. Attends safety meetings and other workshops to maintain a high level of safety awareness and procedures; as required.
10. Fuels vehicle as needed and provides appropriate reports on fuel usage.
11. Performs other duties as directed by immediate supervisor.

PHYSICAL DEMANDS:

*Repeated turning/twisting motions with all joints and waist

*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: Compensation as per extra duty salary schedule.

TYPE OF POSITION: Nonexempt

EVALUATION: Evaluated annually by Director of Transportation

APPROVED BY SCHOOL BOARD: 10/24/2024