



**Position:** Part Time Bus Driver

**Reports to:** Director of Facilities

**Position Overview:**

Bus Drivers are responsible for safe and orderly transportation using school buses and other fleet vehicles on assigned routes serving students and other authorized personnel at The Oakridge School.

**Essential duties and responsibilities** include, but are not limited to, the following:

- Safely and efficiently deliver students to and from school by following assigned bus routes, adhering to established schedules, and obeying all traffic laws
- Maintain safety precautions when students are boarding and departing buses
- Maintain discipline and report discipline problems to the appropriate division head and the Director of Facilities
- Understand and observe state laws pertaining to vehicle safety as well as perform quick and safe bus evacuations in case of emergency
- Keep bus interiors clean and always maintain appropriate fuel levels
- Inspect the entire bus for students after each route and before returning to the Transportation facility
- Check the bus for mechanical defects before and after each operation and immediately report any abnormality or malfunction
- Report involvement in an accident [regardless of severity], vehicle damage, and student injuries immediately to Director of Facilities
- Administer basic first aid when necessary
- Complete specialized training opportunities made available through the Director of Facilities (as needed or upon request)
- Maintain positive rapport with students, administrators, teachers, staff, and parents
- Attend staff development and meetings as The Oakridge School Administration requires
- Assume responsibility for a personal daily timesheet
- Demonstrate behavior that is professional, ethical, and responsible
- Follow all rules, regulations, and policies of The Oakridge School

To perform this job successfully, an individual must be able to not only perform each of the essential duties above satisfactorily, but also possess the **qualifications, knowledge, and/or**

**abilities listed below:**

- Must be 21 years of age
- Ability to communicate effectively
- Ability to work independently as well as part of a transportation/maintenance team
- Possess a valid Texas Class A or B CDL License with (P) passenger and (S) school bus endorsements (preferred)
- Possess a satisfactory DMV driving record
- Pass an annual physical examination to maintain a current DOT Commercial Driver Medical Certification (employer provided)
- Pass random drug and alcohol screenings (employer provided)

**Mission:**

The Oakridge School's mission is to inspire students to seek their full potential in academics, the arts, and athletics in a challenging and nurturing environment that cultivates social responsibility, mutual respect, and personal integrity.