**Job Description**
**MOORE PUBLIC SCHOOLS**

**Job Title:** **School Bus Driver/Trainer**

**Qualifications:**

**Credentials:** "B" C.D.L. with passenger endorsements and bus driver certificate.

**Education:** High school, GED or equivalent experience is required in lieu of high school degree.

**Training or Experience Required**: Must have at least three years experience driving a school bus.

**Special Skills, Knowledge, Abilities:**

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive instructions and respond to inquiries. Must be able to train staff members effectively. Includes filling out forms.

Data Recording/Record Keeping: Performs simple data recording/record keeping operations requiring logging, filing or posting single entry items.

Reading and Interpreting: Reads and interprets routine written or printed materials such as safety policies, diagrams, maps, schedules or instruction material.

Must have an acceptable motor vehicle driving record and pass any tests that are job related and required by the District. Must be familiar with safety regulations.

**Site:** **District Parking Lot**

**Reports To:** **Director of Transportation**

**Job Goal (Purpose of Position):** Under general supervision of the Director of Transportation, the incumbent of this position trains other bus drivers and performs skilled level bus driving and simple bus maintenance duties while driving a bus enroute to and from school and to the various routes assigned. As time permits or during emergencies transports students, sponsors and staff and ensures their safety and well being while on or near the bus. Ensures that safety precautions are followed.

**Contact with Others:** An incumbent in this position has regular contact with other children, teachers/staff/sponsors, and parents/guardians of bus riders. Job requires interpreting and translating facts and information, explaining and advising drivers/passengers of the rules and potential outcomes.

**Other Performance Measures:**

Successful performance of the job requires people skills to train drivers how to deal with difficult situations, control unruly and often difficult passengers effectively while operating the bus and to resolve problems with parents. It requires knowledge of and training of drivers to follow safety guidelines and policies in order that passengers are transported to their destinations safely and that no harm comes to private/public property or equipment. It requires following school dress standards, being on time and being dependable, and handling other district requirements. Effective problem solving are important to prevent problems from occurring and to resolve them after they occur. Incumbents must like working with children and must be an effective trainer.

**Essential Job Functions:**

1. Trains and teaches drivers for bus driving license - 20 hours minimum.

2. Four (4) hours minimum training for bus drivers license renewal.

3. Trains and teaches drivers to complete commercial drivers license testing 6-10 hours per driver.

4. Keep records on all drivers completing all required testing and assists in reports to the State Department of Education.

5. Performs Bus driver duties in emergency situations.

6. Performs other duties as assigned by Director of Transportation.

**Supervision exercised:** No direct supervision. But may indirectly work with new Bus Drivers while in training.

**Physical/Mental Requirements and Working Conditions: Must pass annual physical.**

These are the same working conditions as a bus driver while operating the bus and an administrative person while in training.

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| TERMS OF EMPLOYMENT: | As needed |
| SALARY: | Salary Set by the Board of Education |
| EVALUATION: | Performance of this job will be evaluated in accordance with Board Policy |

Approved 08-09-93