Job Description

Liberty Public Schools

Transportation Trip Driver

Purpose Statement

The job of Transportation Trip Driver is done for the purpose/s of safely transporting students and staff to and from field trips, athletic events, and other district-sponsored activities; maintaining a safe, orderly, and positive environment for passengers during transportation; ensuring assigned vehicles are operated and maintained in a safe and serviceable condition; complying with applicable federal, state, and district transportation requirements; and supporting the District's commitment to providing safe, reliable, and efficient transportation services

Essential Functions

- Assists students, staff, and passengers, including those with special transportation needs, for the purpose of providing safe boarding, securement, transportation, and unloading using approved equipment and procedures.
- Attends required meetings, safety training, and professional development activities for the purpose of maintaining required certifications, enhancing job knowledge, and complying with district and regulatory requirements.
- Communicates with transportation dispatch, school administrators, trip sponsors, coaches, and other district personnel for the purpose of exchanging information regarding trip assignments, schedules, delays, emergencies, and transportation services.
- Completes and maintains required records and reports (e.g. vehicle inspections, mileage logs, trip documentation, incident reports, routing information, and passenger counts, etc.) for the purpose of documenting activities, maintaining accurate records, and complying with district, state, and federal requirements.
- Conducts emergency evacuation drills for the purpose of ensuring student preparedness and compliance with state and district requirements.
- Conducts required pre-trip and post-trip vehicle inspections for the purpose of ensuring the bus is safe to operate and identifying maintenance or safety concerns.
- Demonstrates professionalism, courtesy, and confidentiality when interacting with students, parents, staff, activity sponsors, and the public for the purpose of fostering positive relationships and representing the District in a professional manner.
- Drives a school bus to and from field trips, athletic events, and other district-sponsored activities for the purpose of transporting students and staff safely, efficiently, and in accordance with district schedules, policies, and applicable laws.
- Enforces district transportation rules and appropriate student behavior for the purpose of promoting student safety and minimizing distractions while operating the vehicle.
- Maintains the cleanliness and general appearance of the assigned vehicle for the purpose of promoting a safe, sanitary, and professional transportation environment.
- Monitors and supervises students during loading, unloading, and transportation for the purpose of maintaining a safe, orderly, and respectful environment.
- Reports safety hazards, mechanical concerns, student misconduct, accidents, injuries, and other incidents for the purpose of ensuring timely corrective action and maintaining safe transportation operations.
- Responds to and manages accidents, medical emergencies, vehicle breakdowns, hazardous road conditions, and other emergency situations for the purpose of protecting students and complying with district emergency procedures.

Other Functions

- Performs other related duties as assigned for the purpose of supporting the efficient and effective operation of the Transportation Department.

Job Requirements: Minimum Qualifications

Knowledge, Skills and Abilities

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: emergency evacuation techniques; area streets and locations; basic vehicle maintenance; first aid; health standards and hazards; pertinent codes, policies, regulations and/or laws; safe driving practices; safety practices and procedures; two way radio communication; and utilization of wheelchairs, tie downs, child safety seats, lifts, (by assignment).

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid; applying pertinent codes, policies, regulations and/or laws; operating district vehicles, fire extinguisher, two-way radio, and standard office equipment; and preparing and maintaining accurate records.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; communicating with diverse groups including school age riders; displaying tact and courtesy; establishing and maintaining effective working relationships; exercising sound judgment; maintaining an understanding of the special needs of students and their parents; maintaining confidentiality; and working with constant distractions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization’s services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 10% walking, 85% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience:	Job related experience is desired.
Education:	High School diploma or equivalent.

Required Testing

DOT Drug Screen
DOT Physical Exam
Essential Function Test

Certificates and Licenses

Missouri Class B Commercial Driver's License (CDL) with a School Bus (S) and Passenger (P) endorsement, and an air brakes qualification.
CPR/First Aid Certified, AED

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance
Must be at least 21 years old

FLSA Status

Non Exempt

Approval Date

07/27/2026

Pay Grade

See Classified Salary Schedule

Revised Date