



## Bus Driver Job Description

### Purpose of Position

The Bus Driver provides safe, dependable transportation services for students and staff participating in school-sponsored activities, field trips, and events. This position operates school vehicles in compliance with all state and federal regulations and helps maintain a safe environment for all passengers. Through a commitment to safety, professionalism, and Christ-centered service, the Bus Driver contributes to a positive experience for students, families, and employees.

### Position:

- Part-time
- Calendar Year
- Hourly pay

**Reports To:** Operations Manager

### Qualifications:

- Professing believer in Jesus Christ as Lord and Savior and committed to growing in a relationship with Him.
- In agreement with the Des Moines Christian School Statement of Faith.
- In agreement with the Des Moines Christian School Biblical Convictions for Christian Education.
- Regularly attends and is actively involved in a church that affirms historic Christian orthodoxy (doctrine, faith, teaching, practice), consistent with the DMC Statement of Faith, through that church's public creed, confession, core beliefs, or statement of faith.
- Minimum age 21.
- Must be able to obtain a Commercial Driver's License (CDL) with air brake, passenger, and school bus endorsements.
- Must be able to pass pre-employment Department of Transportation (DOT) Physical and Drug Test.
- Participation in the Alcohol and Drug Testing Program as required by the DOT.
- Complete Iowa STOP training program within 6 months of hire.
- Acceptable motor vehicle driving record (MVR).

### Professional Profile:

- Demonstrated commitment to the mission of DMCS: *Equipping minds and nurturing hearts to impact the world for Christ.*
- Characterized by integrity and maintains confidentiality
- Relates well to children at all grade levels in a positive manner.
- Utilizes critical thinking and problem-solving skills.
- Demonstrates excellence in communication.
- Works effectively both independently and as part of a collaborative team.
- Drives safely and courteously at all times.
- Demonstrates flexibility, adaptability, and a willingness to respond to emerging needs and shifting priorities.



**Responsibilities:**

- Transports students, employees, and authorized passengers safely to and from school-sponsored activities, field trips, events, and other assigned destinations.
- Operates school buses and other assigned vehicles in accordance with all federal, state, and local laws, regulations, and school policies.
- Fosters positive relationships with students, parents, and employees.
- Conducts required pre-trip and post-trip vehicle inspections and promptly reports mechanical concerns, safety issues, accidents, or maintenance needs.
- Maintains a safe, orderly, and respectful environment for passengers while enforcing school expectations and transportation safety procedures.
- Follows assigned schedules, routes, and directions while adapting to changing conditions, traffic, weather, and event schedules.
- Completes and submits required transportation records, inspection reports, mileage logs, and other documentation accurately and on time.
- Ensures vehicle is clean inside and out.
- Communicates any transportation needs or concerns with the Operations Manager.
- Responds appropriately to emergencies, accidents, breakdowns, or student incidents in accordance with school procedures and applicable regulations.
- Maintains all required licenses, endorsements, certifications, and training necessary to perform the duties of the position.
- Maintains an acceptable MVR as defined by DMC.
- Performs other duties as assigned by the Operations Manager.