



Job Description

Position Title: Bus Driver

Purpose of Position

The primary responsibility of the school bus driver is to provide safe, professional transportation for riders of Des Moines Christian School and other contracted organizations to and from designated locations.

Position:

- Part-time
- Calendar Year
- Hourly pay

Reports To: Transportation Coordinator

Evaluated By: Transportation Coordinator

Direct Reports: None

Qualifications:

- Born-again Christian.
- In agreement with the Des Moines Christian School (DMCS) Statement of Faith.
- Active member/regular attendee of a Bible believing church.
- Ability to read and comprehend road maps and directions.
- Commercial Driver's License with Air Brake, Passenger and School Bus endorsements.
- Iowa School Bus Driver's Permit.
- Physical, as directed by DOT physician
- Participation in Alcohol and Drug Testing Program.
- Complete Iowa STOP training program within 6 months of hire.
- Complete 3 hour Annual Bus Driver Training.
- Acceptable driving record approval by insurance company.
- Must be at least 25 years of age.
- Must complete a minimum of 9 trips during the fiscal year. (July- June)

Professional Profile:

- Committed to the mission of DMCS.
- Characterized by integrity.
- Maintains confidentiality.
- Models Christ-like behavior in word and behavior.
- Demonstrates consistent spiritual leadership.
- Possesses strong skills in interpersonal and telephone communication.
- Dependable attendance and punctuality.
- Takes initiative, and is able to work without close supervision.
- Works with staff in other departments as a team player.
- Drives safely and courteously at all times.
- Obeys all traffic laws.
- Ensures "Post Accident Drug and Alcohol Testing Instructions to Drivers" are carried at all times on the bus.
- Always carry a cell phone on trips if needed for emergency. Only make calls while bus is stopped.

Responsibilities:

Maintenance and Bus Care

- Performs and documents pre-trip inspections before each trip.
- Records daily mileage and separates mileage for each trip.
- Inspects inside of school bus from front to back, including under each seat, after each trip for students and property left behind.
- Keeps inside of bus swept and clean.
- Wipes down dash.
- Empties waste baskets in dumpster after each trip.
- Keeps windows, mirrors, and lights clean at all times.
- Reports deficiency to Property Manager as soon as possible.
- Informs Transportation Coordinator when fuel falls below half a tank after a trip completed.
- Uses fuel conservatively. Shuts off bus when waiting for more than 5 minutes.
- Allows extra time in cold and increment weather to scrape windows and mirrors and to warm the bus properly.
- Makes sure bus has safety equipment, blood-borne cleanup material, and accident information.
- Makes sure all windows are shut tightly including the driver's windows and all doors are locked at the end of bus use.
- Perform other duties as assigned.

Fueling Bus

- The Transportation Coordinator will fuel the bus or provide a credit card for fueling the bus.
- Always shut off the bus while fueling.
- Never refuel with riders on the bus.
- Does not leave pump unattended.
- Checks lights, windows, and mirrors and cleans as needed.
- Makes sure gallons and dollars are correct on the charge ticket.
- Signs name and bus number and mileage on the ticket.
- Record Date, Mileage, Total Cost and Total gallons on Monthly Mileage Form
- Turn in receipt to Transportation Coordinator.
- Records mileage and information on the pre-trip form.

Athletic and Field Trips

- Knows the destination and how to get there.
- Confirms with teacher or coach of destination.
- Conducts safe and orderly loading and unloading of students.
- Records starting and ending mileage on the Pre-trip form for each trip.
- Takes TEAM Emergency Manual and Iowa Map.
- Uses an activity roster/release form with riders' names, addresses and phone numbers for each group. Get signatures of parents that are taking their child home from activity.
- Arrives at loading sight 10 minutes before scheduled departure time.
- Seats girls, boys, and cheerleaders in separate sections. Coaches are to sit with their teams.
- Asks a coach or teacher to pray before leaving the school.
- Shuts and secures under-bus luggage compartments before leaving.
- Requires students to remain seated while the bus is moving.
- Locks bus if leaving the bus at destination.

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- Secures signature of parents if they take their students off the bus. They must not take other students with them unless all parents give permission.
 - Checks around bus before starting return trip.
 - Allows treats as long as bus is left clean.
 - Allows drinks in bottles or cans only.
 - Requires students and coaches to pick up trash and check for belongings before leaving.
 - Treats all biohazardous waste (vomit, blood, and body fluids) as infectious.

 - Carries a biohazard kit on each bus and reports an “exposure incident” to ~~Property Manager~~.
Transportation Coordinator

Signatures

Bus Driver

Transportation Coordinator

Revision Date: 05/2017