

Columbia Academy

Job Description

CDL Bus Driver

Columbia Academy is associated with churches of Christ and governed by religious tenets. The Academy complies with all applicable federal and state nondiscrimination laws and does not engage in prohibited discrimination on the basis of race, religion, sex, age, color, national or ethnic origin, or disability in the administration of its employment practices.

TITLE: CDL BUS DRIVER
REPORTS TO: FACILITIES DIRECTOR
PAYROLL STATUS: HOURLY, NON-EXEMPT, TEN MONTH
TYPICAL HOURS: 6:45 A.M. – 7:45 A.M.
2:45 P.M. – 3:45 P.M.

PURPOSE AND SCOPE OF THE POSITION

The CDL Bus Driver reports to the Facilities Director and is responsible for safely transporting students to and from campus each school day. The Bus Driver also conducts pre-trip inspections, observes safety regulations and policies, and enforces student discipline on the bus.

MAIN RESPONSIBILITIES AND JOB TASKS

1. Operate the bus in a safe and effective way to minimize risk of passenger injury and property damage.
2. Make sure the bus is safely and securely stored.
3. Ensure the interior of the bus is clean and swept.
4. Advise supervisor of any requirements for maintenance and repairs.
5. Abide by all school policies, including, but not limited to, the faculty-staff handbook.

KEY COMPETENCIES

1. The ideal Bus Driver shall
 - Have a CDL with “P” Endorsement and updated Medical card
 - Have prior experience driving a school bus and buses with air brakes
 - Must be able to meet all federal and state driving regulations and requirements
 - Must be able to pass an extensive background check and have no driving violations
 - Feel comfortable working with staff and students in a school setting
2. The Bus Driver must demonstrate the following skills
 - Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration and parents
 - Effective verbal communication skills

3. The Bus Driver must demonstrate the following personal attributes
 - Be completely honest, trustworthy and dependable
 - Possess cultural awareness and sensitivity
 - Be flexible
 - Act in a professional and courteous manner

WORKING CONDITIONS

The Bus Driver may spend extended periods of time sitting, which may cause muscle strain. The Bus Driver must also deal and communicate with students, staff and parents on a regular basis.