



# NEW BEGINNINGS

## ACADEMY

### CDL Bus Driver

#### **Summary:**

To transport students to and from school and other sites within designated route(s) and to ensure the safety of the student passengers while in a school vehicle. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class is responsible for the safe operation of a school bus and for ensuring the safety of student passengers while meeting established bus schedules. Drivers may be assigned to drive wheelchair busses.

Salary: Based on Experience

#### **Requirements:**

**You Must Have a Commercial Driver's License(CDL), Class A or B, with P (Passenger Bus) and S (School Bus) Endorsements or have passed the P & S Exam and waiting to take the Skill Test & Driving Exam.**

- High School Diploma or GED
- Valid Driver's License and excellent driving record - must provide 7-year MVR
- Ability to resolve conflicts between children
- Excellent communication and people skills
- First Aid and CPR certified or willing to become certified
- Must pass a criminal background check

#### **Minimum Requirements**

- Must pass an annual physical examination and drug screen by a licensed Doctor of Medicine prior to the beginning of the school year and as often thereafter as the board of education may deem advisable.
- Pass a pre-employment and annual position performance evaluation prior to the beginning of each school year.
- Possess a current CDL with proper endorsements for driving a school bus.
- Be able to stand, walk, bend, stoop, sit, climb and lift items of approximately 50 pounds throughout the workday.

- Must be a minimum age of 21 years of age.

## **Essential Job Duties**

Responsibilities include, but are not limited to:

- Use route navigation apps and knowledge of area to deliver packages to customers on time
- Interact with clients in a professional manner
- Work occasional evenings and weekends
- Complete daily maintenance checks on delivery van and notify manager of any issues
- Drive in inclement weather, such as light snow
- Maintain electronic logs to track routes and deliveries
- Establish routes, schedules and procedures with the school director to maximize safety of children.
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- Adhere to the established schedule to the best of your ability.
- Observe all Department of Motor Vehicle rules and regulations and make sure all speed limits are observed.
- Complete a daily inspection of the van, a weekly inspection of tires, oil, blades, etc. and report all van maintenance issues to the Principal.
- Insure there is an adequate amount fuel to complete trip.
- Ensure all state mandated items are present and in good working order.
- Passenger Log forms should be completed as children arrive and depart the van.
- Keep the vans litter free and cleaned up after each van run.
- Ensure the safety of the children at all times.

- Meet and maintain all state licensing requirements/qualifications and comply with all Policies and Procedures at all times.
- Attend all staff trainings and pursue professional training when available.
- Maintain flexibility regarding the business demands of the school, including scheduled working hours and assignments.
- Assist in other areas as requested by management.
- Be able to properly/safely lift amounts in accordance with the guidelines outlined in the Standard Operating Procedures of the department assigned.
- Maintain a professional relationship with all personnel and business/school related associates

### **Driver Skills**

- Minimum of one-year driving experience within 30-mile radius of store
- Ability to manage time and routes for a streamlined delivery experience
- Strength to lift up to 70 pounds plus bending and twisting
- Work well independently
- Open and transparent communication
- Familiarity with GPS devices or map app