POSITION: Transportation/Bus Driver

QUALIFICATIONS:

- Candidate must possess a valid Tennessee CDL driver's license
- Pass the required annual medical certificate.
- Tennessee School Bus Drivers must be at least 25 years of age per state law.
- Must possess, or be able to obtain, all valid applicable state licenses and other required certifications to operate company vehicles.

JOB GOAL: Provides safe and efficient transportation of students to and from school and school activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervises students as they board and exit the school bus;
- Actively manages student behavior while transporting students;
- Supervises students while riding to ensure their safety;
- Documents all unsafe and inappropriate behaviors to the Transportation Supervisor immediately, or as soon as possible;
- Transports students and sponsors on field trip and extracurricular activities trips;
- Attends State of Tennessee annual driver training as required;
- Conducts safety and operational inspection (pre-trip) of assigned vehicle;
- Completes pre-trip inspection form of assigned vehicle before each trip;
- Conducts post-trip inspection at the completion of every assigned trip;
- Operates bus wheelchair lift as required;
- Adheres to proper cleaning methods, storage, and care of equipment and supplies;
- Takes all necessary and reasonable precautions to protect students and equipment;
- Participates and performs bus evacuation or drills as required;
- Reports all accidents and/or potential hazards to the Transportation Supervisor immediately, or as soon as reasonably possible;
- Complies with and supports school and division regulations and policies;
- Models non-discriminatory practices in all activities;
- Performs other duties as assigned by the Transportation Supervisor in accordance with school/division policies and practices.
- Potential substitute driver on daily bus route

KNOWLEDGE, SKILLS, AND ABILITIES: Must be able to follow oral and written directions. Must have the ability to establish and maintain effective working relations with co-workers, supervisor, administrators, and school-community members.

MENTAL/PHYSICAL DEMANDS: Must pass background and pre-employment drug screening. Must meet physical and medical requirements and pass substance abuse screening. Maintain emotional control under stress. Work inside and outside. Work around vehicles and machinery with moving parts.

EVALUATION: Performance on this job will be evaluated in accordance with school board policy and administrative regulations on the evaluation of personnel.

Equal employment opportunity and treatment shall be practiced by TCS regardless of race, color, national origin, religion, sex, age, marital status and disability if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position. In accordance with Tennessee statute, TCS is an at-will employer.

REPORTS TO: Transportation Supervisor
FLSA Status: Non-exempt

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.