

BUS – LEAD DRIVER

- QUALIFICATIONS:**
1. High school diploma or equivalency.
 2. Have a valid Kansas CDL license with the required endorsements.
 3. Complete the required physical for bus drivers. (KDOT)
 4. Meet all state requirements for bus drivers which include the Driver Improvement Program and Medic First Aid.
 5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Transportation

JOB GOAL: To provide safe and efficient transportation so students may enjoy the fullest possible advantage from the district's curricular and extracurricular programs.

FULL/PART-TIME: Part-time

FLSA STATUS: Non-exempt from overtime

BOARD APPROVAL: 3/8/2021

ESSENTIAL FUNCTIONS OF THE JOB:

1. Regular attendance and punctuality are essential functions of the job.
2. Maintains a valid Kansas driver's license with required endorsements for school bus drivers.
3. Maintains required certifications for defensive driving, human trafficking, and first aid.
4. Driving knowledge shown by passing State required tests and obeys all traffic laws.
5. Follows district policies in regard to student transportation.
6. Maintains discipline when students are on the bus and at loading sites.
7. Follows district's procedures when disciplining students.
8. Keeps assigned bus clean.
9. Keeps to assigned schedule.
10. Performs and documents pre-trip safety inspections as per district policy.
11. Notifies the supervisor in case of mechanical failure or lateness.
12. Discharges students only at authorized stops.
13. Transports only authorized students.
14. Lead driver will work with the Director of Transportation to make driver arrangements.
15. Reports all accidents and completes required reports.
16. Demonstrate aptitude or competence for assigned responsibilities.
17. Route drivers report to lead driver in a.m. and p.m. routes for attendance purposes.
18. Route drivers report to lead driver when students are not riding the bus (without prior knowledge).
19. Lead driver is first contact person in emergency situations (bus break down, sick driver, etc.)
20. Lead driver assists transportation director in formulating bus schedules for the year.
21. Drives a school bus on urban and/or country streets or roads under various weather conditions.
22. Physical ability to enter and exit rear emergency door rapidly.
23. Physical ability to exit driver's seat rapidly and safely in case of emergency and proceed to the rear emergency door.
24. Physical capabilities to pass the physical examination required by the State.
25. Ability to handle stress from traffic and students.
26. Ability to control and discipline students of all ages.
27. Communication – Ability to speak professionally and calmly to parents and other drivers when necessary to explain discipline challenges with their child, route time changes, etc.

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- 28. Maintains confidentiality of classroom, student, and employee information.
- 29. Follows the building dress code while being a good role model for students.
- 30. Performs any other responsibilities as assigned by the Director of Transportation or Superintendent.

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or nonessential functions, tasks, duties, and responsibilities not listed herein. The District reserves the right to add, modify, or exclude any essential or nonessential requirement at any time with or without notice.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions in Board policy *GCI Classified Employee Evaluation*.

PHYSICAL REQUIREMENTS OF THE JOB: An X indicates it is a requirement.

- 1. Very rarely requires exertion beyond walking.
- 2. Very rarely requires physical exertion beyond walking or climbing stairs.
- 3. Requires prolonged (over 50% of the time) standing and walking.
- 4. Requires prolonged (over 75% of the time) standing and walking.
- 5. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy* objects or materials.
- 6. Frequently (over 20% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 7. Frequently (over 33% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 8. Over 50% of the time, requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 9. In addition to items 5, 6, 7, or 8, occasionally requires physical exertion to manually move, lift, carry, or push heavy objects weighing more than 50 pounds.
- 10. Driving skills and physical ability required to drive vehicle.

*Note: * "heavy" means not over 50 pounds*

I have reviewed this job description and will fulfill the duties described.

Signature

Date

An Equal Employment/Educational Opportunity Agency

Russell County USD 407 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Russell County USD 407 compliance with the regulations implementing Title VI, ADA, Title IX, or Section 504 is directed to contact the Superintendent at 802 N. Main, Russell, Kansas 67665, 785-483-2173.