

## Transportation/Bus Driver Description

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**Reports To:** Transportation/Bus Driver Supervisor

**Length of Assignment:** 9-12 months (dependent upon budget)

**Tour of Duty:** 7:00am a.m. – 5:00 p.m., (Working hours and schedule may vary). Monday through Friday, except Legal Discontinuance days as designated on the school calendar and approved by the School Board of Isna Wica Owayawa/Loneman School. Tour of duty begins and ends as stated on 'At Will Letter'.

**Employment Status:** Hourly/Non-Exempt

**Primary purpose:**

The Transportation/Bus Driver will operate a passenger bus, transporting students to and from school daily and will provide other transportation service. Performs regularly scheduled maintenance on vehicles.

**Responsibilities:**

Duties of this job include, but are not limited to:

1. Will follow guidelines stabled for operating motor vehicles – State, Federal and Bureau rules and regulations for operating busses and motor vehicles. Vehicle operation manuals, vehicle log book and verbal and written instructions are kept on file in Administration and Transportation office.
2. Examines vehicles prior to operation by visual and auditory means to determine malfunctions. Operates buses with capacity of 5-84 passengers.
3. Operates passenger vehicles to transport students to and from the Isna Wica Owayawa/Loneman School service area.
4. Is responsible for the safe transporting of students to and from school, according to schedule and prescribed route; has control of loading, seating and the unloading of students who ride on the bus. Responsible for the discipline on the bus at all times. Has all the students seated before and during the time the bus is moving.
5. Is responsible for instructing students in a safety education on the bus and reminding them of precautions to be observed. Sets a good example for students in safety, courtesy and appearance. Has bus evacuation drills one (1) time a quarter.
6. Manage compliance of all safety regulations governing students
7. Disinfects the bus at least once (1) a week and keeps the bus clean at all times.
8. Keeps accurate daily records in the vehicle operator book and submits a vehicle report monthly.
9. Operates the bus skillfully and observes all traffic laws and safety regulations bus driving.
10. Submits all required transportation reports on time for submission to Transportation Supervisor.
11. Shall attend applicable workshops and training to remain current on requirements of position, such as first-aid, enhancing driver skills, safely, etc.
12. Perform other duties as assigned.

13. Shall be responsible to report to the supervisor the security of regular scheduled maintenance on vehicles of Isna Wica Owayawa/Loneman School.
14. Must successfully complete a first aide course as required by State Law.
15. Shall maintain a positive level of attitude and rapport with all personnel and community members.
16. Demonstrates regular attendance and punctuality.
17. Emphasis Lakota Language with all staff and students school wide.
18. Will be evaluated two (2) times a year by an immediate supervisor. These evaluates will become part of the permanent school file.

**Qualifications:**

- Must possess a High School Diploma or GED certificate
- Must possess valid South Dakota Commercial Driver's License with passenger endorsement.
- Must possess valid South Dakota Operators License for those Non-CDL drivers
- Must have a good driving record (able to pass a liability insurance check) **NO** convictions in the prior five (5) years.
- Must have clear SD MVR (Motor Vehicle Report)
- Must pass annual physical examination for compliance with all necessary requirements.
- Must have demonstrated ability to operate and manage the Transportation Department.
- Knowledge of Native American culture or experience teaching Native American children is preferred
- Must take and pass a Drug/Alcohol test, Background Check and Fingerprinting
- Will participate in Isna Wica Owayawa/Loneman School activities that include the community.