

Non-CDL Driver Job Description

Reports To: Transportation Supervisor

Length of Assignment: 10 months

Tour of Duty: 6:00 a.m. & 3:00 p.m., 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 employee Appointment Letter.

Employment Status: By the run/Non-Exempt

Primary purpose:

The Non-CDL Driver will operate a passenger SUV, transporting students to and from school daily and will provide other transportation service.

Responsibilities: Non-CDL Driver: Reports to Transportation Supervisor

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 motor vehicles in a school setting. 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 school vehicles with capacity of 5-9 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 vehicle at all times. Has all the students seated before and during the time the vehicle 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 vehicle evacuation drills one (1) time a quarter.
6. Manage compliance of all safety regulations governing students
7. Disinfects the vehicles at least once (1) a week and keeps the vehicle clean at all times.
8. Keeps accurate daily records in the vehicle operator book and submits a vehicle report monthly.
9. Operates the vehicle skillfully and observes all traffic laws and safety regulations 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. Must successfully complete a first aide course as required by State Law.

14. Shall maintain a positive level of attitude and rapport with all personnel and community members.
15. Demonstrates regular attendance and punctuality.
16. Emphasis Lakota Language with all staff and students school wide.
17. Will be evaluated two (2) times a year by an immediate supervisor. These evaluates will become part of the permanent school file.

Qualifications:

- High School Diploma or G.E.D. Certificate
- Must pass annual physical examination for compliance with all necessary requirements.
- Must possess/obtain and maintain a legal driver's license.
- 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.