



PART-TIME SCHOOL BUS DRIVER
LOUISVILLE COLLEGIATE SCHOOL

REPORTS TO:

Director of Facilities

PRIMARY RESPONSIBILITIES

Responsible for safely transporting students to and from school to athletic events from 3:00 pm until 6:30 pm and 10:30 pm most weekday evening; occasional weekends. Most runs are local; occasionally out-of-town. Transport students to and from school to school field trips, from 8:00 am until between 3:00 pm most weekdays; occasional weekends.

REQUIRED KNOWLEDGE, SKILLS, AND EXPERIENCE:

- Possess a valid Class C CDL or (Class A or Class B) with Air Brake, Passenger Transport, and School Bus Endorsements
- Possess a valid Medical Examiners Certificate
- A High School diploma or GED
- Perform a pre-trip inspection and fill out pre-trip inspection form before each departure. Turn in pre-trip inspection form (white copy only) weekly.
- First aid and CPR trained
- A minimum of 5 years of experience as a school bus driver
- Follow all local, state, and federal laws and regulations pertaining to operating a Commercial Motor Vehicle
- Clean driving record (no traffic citations in the last 5 years)
- No at-fault traffic accidents in the last 5 years
- Ability to carry out assigned route on time
- Excellent communication skills
- Maintain a clean and mechanically sound bus at all times

ADDITIONAL REQUIREMENTS:

- Report any and all deficiencies in writing to the Director of Facilities or the Facilities Maintenance Supervisor.
- Record any fuel purchased on the fuel log (include your name and mileage).
- Turn in fuel receipts daily or after each fueling. Put your name, bus number, and mileage on the receipt (do not leave receipts on the bus/van).

- Unplug extension cord from the bus during cold weather before taking off; plug in the extension cord to the bus when temperatures are below 40 degrees.
- Bus/van must be returned full of fuel and ready for the next trip; do not allow fuel to go below a half a tank.
- Inspect each bus/van upon returning from a trip and make sure all trash has been picked up and removed from the bus/van. Sweep out bus if needed. Turn in any items left on the bus van to either Janice Jones or the Division Administrative Assistant.
- Return bus/van to its assigned parking space. You may park your personal vehicle in that space and leave it there until you return.
- Report any and all accidents to the Director of Facilities or the Facilities Maintenance Supervisor.
- Make sure all windows and doors are closed and locked (including the back door).
- Do not drop off passengers and leave. Drivers must stay at the site with the passengers.
- Do not let bus/van sit and idle after dropping off passengers and while waiting for passengers.
- Turn off all lights, air conditioning, wipers, radio, fans, etc. Check and make sure that everything is turned off when bus/van is returned.
- Perform other duties as assigned by the Director of Facilities.

February 13, 2019