



Platte County

HOME OF THE PIRATES

Tradition. Pride. Vision.

“Trip Only” Bus Driver

FLSA Status:

Non-Exempt

Qualifications:

High School Diploma or equivalent

Certification and Licenses:

Valid Missouri Commercial Driver’s License with S and P endorsements as prescribed by state law
CPR/First Aid and AED Certified

Clearances:

Criminal Justice
Fingerprint/Background
Clearance

Transportation Salary

Schedule:

Trip Driver - Step 1

Required Testing:

Pre-Employment Physical
Alcohol and Drug Test
Annual Physical is Required
Random Annual Drug & Alcohol Testing

Reports to

Director of Transportation

Terms of Employment

Drives trips and activities as needed by seasonal work load demand with no guaranteed annual hours, paid hourly by trip with 2-hour minimum per trip. This position does not include benefits according to board policy.

Purpose Statement

The job of Trip Driver is done for the purpose/s of providing support within the department of transportation area with specific responsibilities for transporting students to/from special excursions and/or over scheduled routes (as required by Transportation staff); ensuring that vehicle operations are in safe operating condition; and ensuring safety of students during transport, loading and unloading from buses.

Essential Job Functions

- Advises students and other passengers of appropriate behavior for the purpose of reinforcing established guidelines and maintaining passenger safety.
- Cleans assigned vehicles, both interior and exterior for the purpose of ensuring safety, appearance, and sanitation of the vehicle.
- Conducts emergency evacuation drills for the purpose of ensuring efficiency of procedures and complying with mandated requirements as required.
- Drives school bus for the purpose of transporting passengers on field trips and/or over scheduled routes to and from school in a safe and timely manner.
- Monitors students and other passengers during transit for the purpose of ensuring the safe transportation of all passengers.
- Performs pre-trip and post-trip inspections (e.g. gauge levels, exterior condition, etc.) for the purpose of ensuring the safe operating condition of the vehicle and complying with mandated guidelines.
- Prepares a variety of written and verbal reports (e.g. field trip reports, incident reports, inspection records, passenger misconduct, mileage logs, student counts, etc.) for the purpose of documenting activities, providing written reference, conveying information, and/or complying with established guidelines.
- Reports observations and/or incidents (e.g. discipline, accidents, inappropriate social behavior, etc.) for the purpose of communicating information to appropriate personnel.
- Consistent and regular attendance is an essential function of this position.
- Required to use time clocking system for clocking in and out each day scheduled to work. Clocking must reflect true time worked.
- Ability to work to implement the vision, mission, and values of the district

Other Job Functions

- Performs other duties assigned by the Director of Transportation
- Attends safety meetings, in-service trainings
- Works evenings or weekends as needed
- Submits reports as requested, and attends meetings/trainings as directed
- Demonstrates professionalism and appropriate judgement in behavior, speech, dress, and problem-solving
- Adheres to good safety practices, all district and board policies and procedures

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid; applying pertinent codes, policies, regulations and/or laws; operating district vehicles, fire extinguisher, two-way radio, and standard office equipment; and preparing and maintaining accurate records.

KNOWLEDGE is required to read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: emergency evacuation techniques; area streets and locations; basic vehicle maintenance; first aid; health standards and hazards; pertinent codes, policies, regulations and/or laws; safe driving practices; safety practices and procedures; two way radio communication; and utilization of wheelchairs, tie downs, child safety seats, lifts, (by assignment).

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; communicating with diverse groups including school age riders; displaying tact and courtesy; establishing and maintaining effective working relationships; exercising sound judgment; maintaining an understanding of the special needs of students and their parents; maintaining confidentiality; and working with constant distractions.

Physical Demands

Regularly walking, hearing and speaking, some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling, repetitive arm, wrist and hand movements, significant finger dexterity. Being able to communicate in noisy environments, have close moderate and distance vision ability, must have the ability to lift up to 40lbs. To shoulder height occasionally. Generally the job requires 85% sitting, 10% walking, and 5% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Conditions and Environment

Employee will be required to regularly work inside and outside, which may involve inclement weather including rain, snow and temperatures below freezing or in excess of 100 degrees. The noise level could be occasionally loud.