

CENTRAL TECHNOLOGY CENTER, SCHOOL DISTRICT NO. 3

JOB DESCRIPTION

POSITION:	Bus Driver/Instructional Aide, Sapulpa Campus
RESPONSIBLE TO:	Transportation Director/Assigned Instructor or Staff Member
<u>QUALIFICATIONS</u>	
EDUCATION:	High school diploma or GED and ability to obtain a Class B Commercial Driver's License and Bus Driver License
EXPERIENCE:	Bus driving experience and/or work in educational setting preferred
SKILLS:	Must be able to safely drive a school bus and perform daily maintenance tasks related to bus care. Must have good interpersonal relationship skills and be able to maintain a safe environment within the bus.
DEPENDABILITY:	Must have regular attendance following a designated work schedule.
PHYSICAL STANDARDS:	Ability to supervise students in the performance of classroom and shop tasks. Ability to read and assist instructors in the evaluation and grading of papers. Ability to freely move about the campus both on and off hard surfaces. Be able to stand for long periods of time and to move freely around the classroom. Requires stooping, bending, pushing and pulling. Ability to lift 30 pounds of weight to a height of four feet. Ability to pass physical exam to qualify for bus driver license.
EMOTIONAL EFFORT:	Moderate to extreme. Must deal with multiple students and staff. Must perform multiple tasks simultaneously. Must carry out daily supervision and instructional assisting tasks. Must deal with student discipline problems, which may create high stress. Must be flexible.
ADDITIONAL REQUIREMENTS:	Prefer driver live within 10 miles of home school pickup point and have an area in which to safely park the school bus overnight, weekends, and holidays or find a place to park the bus that meets the above requirements and is approved by the Transportation Director. Must successfully pass a pre-employment drug test. Applicant must have or be able to get a CDL Class B license with air brakes and a P&S endorsement. Also, have or be able to get a bus driver's license.
PERSONNEL CLASSIFICATION:	Support Employee/Temporary Contract
PRIMARY FUNCTION:	To safely transport students to and from their home school area and to provide assistance to instructors/staff where assigned.

ESSENTIAL JOB FUNCTIONS

SPECIFIC MAJOR DUTIES

1. To drive bus safely.
2. To maintain a clean bus.
3. To perform a bus pre-trip safety inspection prior to each route.
4. To immediately report any problems (mechanical and safety) to the Director of Transportation.
5. To immediately report any student problems (discipline or other) to the appropriate Assistant Campus Director.
6. To participate in in-service and staff development meetings, as well as all other school meetings and functions as required.
7. To perform tasks assigned by instructor/staff member the driver assists.
8. To complete required reports and records in a timely manner.
9. To work with Campus Director/Assistant Campus Director for improvements and classroom assistance.
10. To perform duties as substitute teacher when requested by administration or assigned instructor.
11. To be in classroom from 8:45 to 11:00 and 1:00 to 3:10.
12. To provide supervision and service to students as directed by instructor or staff.
13. To help with student supervision, whether students are on the bus, in the classroom, lab or shop, and in all other areas of the school.
14. Be familiar with the student handbook and the behavioral expectations for students.
15. Provide a safe and positive environment for students' learning and skill development.
16. Serve as a role model for students as demonstrated by dress, attitude and personal relationships.
17. Uphold policies and procedures of the Central Tech Board of Education.
18. Be able to pass a drug and alcohol pre-employment test, and pass random drug and alcohol tests.

RELATIONSHIPS

INTERNAL:

Maintain a line of communication and work cooperatively with administrators, instructors and other staff members.

OTHER JOB FUNCTIONS:

Perform such other tasks and assume such other duties and responsibilities as may be assigned by the immediate supervisor and/or administration.