



**JOB TITLE:** BUS DRIVER

**TYPE:** Non- Exempt

**REPORTING/ DEPARTMENT:** Transportation Coordinator and Facilities Manager

**JOB SUMMARY:** Transport students, faculty and staff, alumni, campus visitors, or special clients, such as the elderly or persons with disabilities. Ensure adherence to safety rules. May assist passengers with boarding or exiting the bus.

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**MAJOR RESPONSIBILITIES/ ACTIVITIES:**

- ❖ Drive gasoline, diesel, or electrically powered multi-passenger vehicles to transport students and other riders for school and extra-curricular activities.
- ❖ Check the condition of a vehicle's tires, brakes, windshield wipers, lights, oil, fuel, water, and safety equipment to ensure that everything is in working order. (Pre and post inspection as required by law)
- ❖ Report any bus malfunctions or needed repairs.
- ❖ Comply with traffic regulations in order to operate vehicles in a safe and courteous manner.
- ❖ Follow safety rules and Vermont State School Bus Regulations as students or other riders are boarding and exiting buses, and as they cross streets.
- ❖ Maintain order among pupils during trips, in order to ensure safety. Handling complaints, settling disputes, and resolving conflicts.
- ❖ Prepare and submit reports that may include the number of passengers or trips, hours worked, mileage, fuel consumption, and tolls and other expenses.
- ❖ Maintain knowledge of first-aid procedures and safety certifications as required by the Academy; may need to provide personal

assistance or medical attention to passengers.

- ❖ Keep bus interiors clean for passengers and present a positive school image.

*The Academy administration reserves the right to assign or reassign duties and responsibilities to this job at any time.*

**REQUIRED SKILLS AND ABILITIES:**

- ❖ Knowledge of relevant equipment, policies, procedures, and strategies to promote effective transportation operations that protect people and property.
- ❖ Knowledge of principles and methods for moving people or goods by road, including the relative costs and benefits.
- ❖ Physical Abilities: such as excellent depth perception, reaction time, far vision, spatial orientation, and the ability to concentrate without distraction. Able to lift heavy objects, such as luggage, up to 60 lbs.

**EDUCATION/EXPERIENCE:**

A high school diploma required; relevant vocational training or job-related coursework is a plus.

Holding a valid CDL with bus driver endorsement in the State of Vermont is strongly preferred, but the Academy may be willing to support on-the-job training to earn licensure or to re-certify. At least three years of direct work-related experience driving school busses is preferred.

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**BACKGROUND CHECK AND FINGERPRINTING:**

Candidates must pass a DOT physical and pre-employment drug and alcohol test. The Academy conducts criminal and motor vehicle record checks on all candidates. We reserve the right to investigate fully any criminal or motor vehicle offense prior to consideration for employment.