



JOB TITLE: BUS DRIVER

FLSA TYPE: Non- Exempt

PAY RANGE: \$24.00 - \$27.00

REPORTING/ DEPARTMENT: Transportation Coordinator, Facilities Director, Assistant Head for Business Services, Associate Head, Headmaster, and Headmaster's Executive Assistant

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.

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.
- ❖ During non-peak driving periods, this position will assist the building and grounds team with appropriate tasks.

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.

BACKGROUND CHECK AND FINGERPRINTING:

Candidates must pass a DOT physical and pre-employment drug and alcohol test, and a National CDL records check conducted by a third-party vendor. 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. The job offer is contingent upon satisfactory completion and maintenance of our background and Child Abuse Registry reporting, and acceptance of our Non-Discrimination and Anti-Harassment Policy.

ESSENTIAL PHYSICAL FUNCTIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Lifting and moving requirements include the ability to move, lift, and manage equipment and materials that are common to this trade, as well as other items as required with weights up to 80 pounds. Some movements may be repetitious, and some work may be physically demanding.

- Dexterity of hands and fingers to operate a variety of mechanical equipment and tools.
- Sitting, standing and walking for extended periods of time.
- Clarity of vision at varying distances to perform custodial duties.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Lifting, carrying, pushing, and pulling objects(s) weighing up to 80 pounds.
- Frequent bending, kneeling, crawling, and crouching.
- Noise level may be high when operating power equipment.
- Reaching overhead, above the shoulders and horizontally.
- Climbing ladders and working from heights, as necessary.

REQUIRED POST-OFFER/PRE-EMPLOYMENT SCREENING:

To assure the well-being of employees in transportation positions, we require and cover the cost of DOT physical pre-employment screening. The essential functions of this job, as stated above, require manual lifting and pushing and pulling that requires strength. Our job offer is contingent upon the prospective employee completing the pre-employment fitness screening. Failure to successfully complete all phases of pre-employment testing may result in a withdrawal of the conditional offer of employment.

WORKING ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor/outdoor environment subject to changing temperatures exceeding 90° or -25° Fahrenheit
- Regular exposure to fumes, dust, odors, and loud noises.
- Potential exposure to cleaning agents and chemicals such as disinfectants, graffiti remover, floor stripper, floor wax, paint or paint thinner, propane.
- Direct contact with student body, faculty, and staff, and public.
- May have some work on ladders, scaffolds or lifts at varying heights.

Hazards:

- Possible contact with blood borne pathogens and/or bodily fluids.

ADDITIONAL COMMENTS: Facilities team members must wear SJA facilities branded work clothes. The Academy provides the employee with an annual stipend to spend and offset the expense of purchasing such clothing.

I acknowledge that I have read and understand the above position description in its entirety, and I am capable of performing all of the stated requirements and essential functions as outlined. If I have any questions about the duties and responsibilities that I am asked to perform, I should discuss them with my immediate Manager, Department Chair or Human Resources Director.

I have discussed any questions that I may have had about this position description prior to signing this form.

Employee Signature

Date