



Full-Time Personnel Job Description

Job Title: Activity Trip Bus Driver (As Needed)
Department: Facility Management
Reports Directly To: Lead Bus Driver/Scheduler

Date: April 22, 2024
Prepared By: James Edwards

Position Closing Date: Open Until Filled

Salary Range: \$17 Per Hour

☐ Exempt ☐ Certified
☒ Non-Exempt ☐ Grant Funded

Primary Function of Position: Provides safe transportation of students on school buses and vans following a preplanned route according to a definite time schedule. The School Bus Operator (Trips & Special Programs) exists to support the ongoing enrichment of Francis Tuttle students through the facilitation of bus services. The incumbent operates the school buses safely under all types of weather conditions, transporting students and other authorized persons to and from off campus events. This position is considered an on-call and essential position. The incumbent is expected to work a flexible schedule.

Embrace the Francis Tuttle Culture as reflected in the Mission and Vision statements, and continually portray the Core Values: Service, Trust, Aspiration, Respect and Responsibility.

Essential Job Functions:

1. Transports students as needed for daily activities and field trips under the guidance of the Lead Bus Driver/Scheduler.
2. Drives bus carefully and in compliance with traffic regulations.
3. Assumes responsibility for the safety of students in loading and unloading zones.
4. Maintains discipline during transports; reports unruly behavior to Lead Bus Driver.
5. Performs required pre/post trip inspections, required evacuation drills, and daily bus driver's vehicle inspection report.
6. Ability to be present on the job as described under working conditions and contract details.
7. Other duties as assigned.

Knowledge, Skills, and Abilities:

- High school diploma or equivalent required.
- One-year of related work experience required, experience in student transportation preferred.
- Must possess and maintain Oklahoma CDL with (P) passenger and (S) school bus endorsements; air brake certification, and clean driving record required.
- Must pass drug and alcohol screening upon hire and during random testing.
- Ability to work independently and in a team environment.
- Knowledge and ability to apply pertinent codes, policies, regulations, and/or laws.
- Ability to adhere to safety practices.
- Ability to read, interpret, and follow printed and electronic maps, route descriptions, and directions.
- Ability to operate district vehicles, fire extinguishers, two-way radios, and standard office equipment.
- Ability to prepare and maintain accurate records.
- Knowledge of emergency evacuation techniques.

- Knowledge of area streets and locations.
- Understanding of basic vehicle maintenance; ability to complete required pre/post trip inspections.
- Knowledge of first aid, health standards, and hazards, including the ability to administer first aid.
- Understanding of safe driving practices and safety practices and procedures.
- Good student management.
- Ability to consistently deliver superior customer service and work quality to internal and external customers.

Working Conditions:

Focused mental and physical effort required. Ability to lift 10-50lbs occasionally; Position requires prolonged sitting and driving; concentrated visual effort is required; extensive communication with internal and external customers. Reliable, dependable, and punctual attendance. Repetitive use of hands/motion and must have manual dexterity, finger dexterity, and multi-limb coordination. Ability to climb 3-5 steps. Reliable, dependable and punctual attendance. This is not an exhaustive list and reasonable accommodations will be made as needed.

Organizational Relationship:

On-call, as needed, non-exempt position reports directly to Director of Facility Management, reports daily to Lead Bus Driver/Scheduler.

Contract Details: As needed, shift times vary, Monday through Friday, 8:00 a.m. - 4:30 p.m. Some weekend and evening driving may be possible. This position is not benefit eligible. The frequency and quantity of work is best described as “occasional” and is based on the needs of the District related to student trips and activities.

Contact:

Human Resources
12777 N. Rockwell Avenue
Oklahoma City, Oklahoma 73142
(405) 717-4625

Only persons of interest will be contacted.

Position open until filled.

Disclaimer:

“The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. This information is not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.”

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