

Position

Description

Qualifications:

- Born-again Christian
- In agreement with the DMCS Statement of Faith
- Active member/regular attendee of an evangelical church
- Commercial Drivers License
- Iowa School Bus Driver's Permit
- Biennial Physical
- Participation in Alcohol and Drug Testing Program
- Complete Iowa STOP training program within 6 months of hire
- Complete 3 hour Annual Bus Driver Training
- Acceptable driving record approval by insurance company
- Excellent driving skills
- Must be at least 25 years of age

Position:

- Part-time
- School Year
- Hourly

Reports To: Transportation Coordinator

Direct Report: None

Personal Profile for all DMCS Employees:

- I. Committed to growth in the development of a Biblical Worldview
 - Displays a spiritually mature Christian role model in attitude, speech, and actions
 - Shows by example the importance of Scripture study, prayer, witnessing, and unity in Christian fellowship
 - Meets everyday stress with emotional stability and optimism
 - Displays a friendly, approachable, courteous, flexible, and self-controlled attitude
- II. Committed to Christ-centered education and the mission of DMCS
 - Understands the importance of this position in fulfilling the mission and vision of the school
 - Submits and is loyal to constituted authority with a teachable spirit

- Refrains from gossip with or about other employees or constituents of the school
- Represents the school in a favorable, professional manner to its constituency and the public
- Maintains a personal appearance in accordance with school policy
- Follows the Matthew 18 principles in dealing with conflict
- Loves children and serves with joy and energy
- Committed to hard work and desires to meet or exceed expectations
- Demonstrates the capacity to initiate and support change that improves the excellence of the organization

Professional Profile:

- Possesses strong skills in interpersonal and telephone communication
- Meets deadlines, is punctual
- Maintains confidentiality
- Is Proficient in use of e-mail and the internet
- Takes initiative
- Uses proper English in written and oral communication
- Works with staff in other departments as a team player

Responsibilities:

- The primary responsibility of the school bus driver is to provide safe transportation of riders for Des Moines Christian School and other contracted organizations.
- To Des Moines Christian School
 - Acts at all times as an extension of the school
 - Drives safely and courteously at all times
 - Obeys ALL traffic laws
 - Supports of DMCS' goals and policies
 - Is knowledgeable of the school
- For Maintenance
 - Performs and documents pre-trip inspections before each trip
 - Records daily mileage and separate mileage for each special trip
 - Inspects inside of school bus from front and back and under each seat after each trip for sleeping students and property left behind
 - Reports deficiency to Transportation Director as soon as possible
- For Care of the Bus
 - Keeps inside swept and clean
 - Empties waste baskets in dumpster after each trip
 - Keeps windows, mirrors and lights clean at all times
 - Informs Transportation Director when fuel falls below half a tank after a trip

- Uses fuel conservatively. Shuts bus off if waiting for more than 5 minutes
- Allows extra time in cold and inclement weather to scrape windows and mirrors and warm the vehicle properly
- Makes sure bus has safety equipment, bloodborne cleanup material and accident information
- Makes sure all windows are shut tightly including the driver's windows and all doors are locked at the end of bus use
- For Fueling Bus
 - In most cases the Transportation Coordinator will have the credit card for fueling the bus
 - Always shut off the bus
 - Never refuels with riders on the bus
 - Does not leave pump unattended
 - Checks lights, windows and mirrors and cleans as needed
 - Makes sure gallons and dollars are correct on the charge ticket.
 - Signs name and bus number and mileage on the ticket
 - Records mileage and information on the Pre-trip
- For Drug and Alcohol Testing
 - Participates in the bus driver drug and alcohol testing program
 - Abides by all rules and regulations
 - Ensures "Post Accident Drug and Alcohol Testing Instructions to Drivers" are carried at all times on the bus
- For Athletic and Field Trips
 - Knows the destination and how to get there
 - Records starting and ending mileage on the Pre-trip sheet for each trip
 - Takes TEAM Emergency Manual and Iowa Map (usually in the silver box)
 - Uses an Activity Roster/Release form with riders' names, addresses and phone numbers for each group
 - Arrives at loading sight 10 minutes before scheduled departure time
 - Seats girls, boys, and cheerleaders in separate sections and coaches are to sit with their teams
 - Asks a coach or teacher pray before leaving school
 - Shuts and secures under-bus luggage compartments before leaving
 - Requires students to remain seated while the bus is moving
 - Locks bus if leaving the bus at destination
 - Secures signatures of parents if they take their students off the bus. They must not take other students with them unless all parents give permission
 - Checks around bus before starting the return trip
 - Always carry a cell phone on trips if needed for emergency, but make calls while bus is stopped
 - Allows treats as long as the bus is left clean
 - Allows soft drinks in bottles or cans and does not allow soft-sided drink containers

- Requires students and coaches pick up trash and check for belongings before leaving
- For Universal Precautions
 - Treats ALL biohazardous waste (vomit, blood and body fluids) as infectious
 - Carries a biohazard kit on each bus
 - Always uses rubber gloves when dealing with biohazardous waste
 - Always contains biohazardous waste in a Bio bag and disposes of the Bio Bag at the school. (Check with school nurse)
 - Cleans all blood, vomit, fluids on bus with alcohol
 - Reports any "exposure incident" to Transportation Coordinator

Other duties as assigned by the Transportation Coordinator

Evaluation: Annually by Transportation Coordinator

Performance of these responsibilities will be evaluated in accordance with provisions of the Board Policy and Procedures Manual of Licensed Personnel. Special emphasis shall be given to the areas of loyalty to the mission and objectives of DMCS, teamwork, attitude, and customer service.

Date: _____

Signatures: _____

Bus Driver

Transportation Coordinator