



## POSITION OVERVIEW

### **Job Title: Evening Activity Route Bus Driver**

Reports to: Transportation Director

Status: Part-time, 10 month employee

Hourly Rate: \$22.00

### **Job Description**

Position is responsible for operating a school bus and transporting school-aged children and other authorized personnel safely and efficiently to and from after-school activities and other school-sponsored events. Responsibilities include operating an assigned after-school activity bus route, ensuring the safe transportation of students participating in athletics, clubs, programs, and other extracurricular activities. Position conducts pre-trip and post-trip inspections, observes all applicable safety regulations, maintains appropriate student discipline on the bus, and follows established school transportation procedures.

### **Knowledge, Skills, and Abilities**

General knowledge of the problems involved in operating a school bus; general knowledge of the geography of the city and the location of streets; skill in the safe operation of a school bus; ability to detect malfunctioning equipment; ability to assist children using patience and understanding; ability to establish and maintain effective working relationships with school officials, parents and students.

### **Job Requirements**

- High School diploma or equivalent preferred
- Commercial Driver's License (CDL)
- Excellent driving record
- Minimum age of 21 at time of employment
- Department of Transportation Medical Card
- Consistent Christian Testimony

*It is the mission of Norfolk Christian Schools to equip students spiritually, intellectually, and physically to love God and serve Him as Christ's ambassadors in the world.*

## **Essential Functions/Typical Task**

- Driving a school bus; picking up and delivering students to/from after school activities;
- Conducts pre-trip and post-trip inspections;
- Maintains safety equipment, reports unsafe bus conditions;
- Completes required forms and reports in an accurate and timely manner;
- Adheres and complies with safety rules, motoring regulations and laws;
- Loads bus according to established procedures;
- Follows designated route schedule;
- Stops at authorized route schedule, stops at authorized stops only;
- Notifies proper authorities in case of bus breakdown or deviations in schedule;
- Ensures that all students are off the bus immediately following each run;
- Reports operating and equipment deficiencies;
- Cleans bus inside and fuels bus as required;
- Obeys all traffic laws and observes mandatory safety regulations for school bus operations;
- Transports only authorized students;
- Reports all accidents and completes required reports;
- Conducts periodic emergency bus evacuation drills;
- Ensures passenger safety; maintains discipline on bus;
- Performs related tasks as required.

**[PLEASE CLICK HERE FOR FULL STAFF EXPECTATIONS](#)**