

# JOB DESCRIPTION

## Cristo Rey Kansas City

Job Title: Driver	
Department: CWSP	Reports to: Transportation Manager
Revision Date: 04/24/2018	FLSA exemption: Nonexempt, hourly
Work Schedule: Based on school calendar August through June; FT: 35 hrs per week, PT: 20-30 hours per week.	

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

### Job Summary

Driver provides transportation services with specific responsibilities for ensuring students are safely, efficiently and timely transported to and from school for scheduled routes and special excursions.

### Essential Job Functions

- Maintain and enforce safe and appropriate behavior of all riders in accordance with established guidelines in Student and Employee Handbooks
- Adhere to strict time schedules and routes while boarding, dropping off and picking up
- Allow adequate time to review daily route changes prior to scheduled start time
- Transport all students in compliance with all safety regulations and rules of the road as established by Kansas and Missouri
- Interact in a positive manner with students and model appropriate behavior, including: use of appropriate, respectful, clean language at all times; refraining from smoking on school property while students are present or while operating school vehicle; dressing modestly; and never using cellphone or other electronics while operating school vehicle
- Recognize, evaluate and respond to incidents, complains, accidents and/or emergency situations (e.g. road hazards, student behavior issues, medical emergencies, etc.) for the purpose of resolving and/or recommending a resolution to the situation and reporting such incidents to Supervisor and School
- Work with students and other passengers for the purpose of encouraging and reinforcing safe loading and unloading from buses during normal transport and emergency situations
- Attend Meetings, In-Service Training, Workshops, etc. to gathering information and stay up to date on required knowledge to perform job functions
- Inspect and clean vehicle daily, securing all windows and door locks at the end of the day; Report all bus malfunctions or needed repairs in timely manner
- Maintain appropriate fuel levels each day, only refueling when tank is less than half full and when students are not in the vehicle; Submit gas receipts daily
- Prepare accurate and timely reports (e.g. field trips reports, incident reports, inspections records, passenger misconduct, mileage logs, student counts, routing information, etc.) to document activities, provide written reference, convey information, and/or comply with established guidelines
- Maintain current CDL license and valid driver's license

### Knowledge & Abilities

- Flexible in changing assignments and duties with little to no notice
- Ability to deal with daily stressors such as inappropriate verbal and physical behaviors and remain calm
- Familiar with individual school loading/unloading operations district-wide
- Ability to operate all buses and vehicles in fleet

# JOB DESCRIPTION

---

## Education & Experience

- HS diploma
- Job related experience in specialized area

## Physical Demands

N – Never    R - Rare (Less than 5%)    O – Occasional (5% to 30%)    F – Frequent (30% to 65%)    C – Constant (More than 65%)

Activity	Frequency				
	N	R	O	F	C
Bending/Stooping				x	
Climbing			x		
Crawling			x		
Keyboarding	x				
Kneeling/Squatting			x		
Lifting/Carrying					
Less than 10 lbs			x		
10 lbs max			x		
20 lbs max			x		
25 lbs max		x			
30 lbs max		x			
50 lbs max		x			
More than 50 lbs		x			
Pushing/Pulling			x		
Reaching				x	
Sitting					x
Standing			x		
Turning/Twisting				x	
Walking			x		