

DEXTER CONSOLIDATED SCHOOLS

JOB DESCRIPTION

POSITION: ACTIVITY VEHICLE COORDINATOR/ACTIVITY DRIVER

SUPERVISORS: Director of Operations, Superintendent

GENERAL JOB DESCRIPTION: To provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the district's curricular and extracurricular programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Demonstrate ethical behavior.
3. Engage in self development.
4. Follow district policies and administrative rules and regulations.
5. Maintain behavior appropriate to performing and accomplishing assigned duties.
6. Know what to do to successfully complete assigned work.
7. Project over-all concern for personal appearance as it relates to job performance.
8. Obey all traffic laws.
9. Observe all mandatory safety regulations for school buses.
10. Maintain discipline when students are on the bus.
11. Report undisciplined students to the proper authority.
12. Keep assigned bus interior clean.
13. Keep to assigned schedule, and report any delays to proper authorities.
14. Perform pre-trip inspection prior to each operation for mechanical, and safety defects.
15. Notify the proper authority in case of mechanical failure, or lateness.
16. Discharge students only at authorized stops.
17. Exercise responsible leadership at all times.
18. Transport only authorized students, sponsors, and staff.
19. Report all accidents and complete required reports.
20. Enforce regulations against smoking, or drugs on the bus.
21. Complete all training requirements including local, state, and federal.
22. If traveling out-of-state, become familiar with other state laws.
23. Organize trip tickets weekly for buses and other activity vehicles, notifying Operations Director of trips.
24. Assign vehicles, and prepare trip ticket and keys for distribution by High School Secretary.
25. Make a copy of trip ticket for file; send original to business office for payment
26. Input maintenance information from trip tickets into maintenance log spreadsheet. Update as needed.
27. Email Operations Director any maintenance issues reported on trip tickets
28. Enter maintenance response from Operations Director emails into maintenance log
29. Overall management of maintenance logs
30. Overall management of the vehicle log
31. Perform other tasks as deemed appropriate and necessary by the superintendent and/or superintendent's designee.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Check seats after each trip to monitor the condition of the bus interior.

2. Obtain a list of passengers with addresses, and phone numbers from the sponsor in event of a delay and/or emergency.
3. Attend an annual in-service for all drivers.

QUALIFICATIONS:

1. A Valid Commercial Drivers license with passenger and air brakes endorsements.
2. A monthly driving record from MVD (SAMBA).
3. Pass a pre-employment drug test and additional random testing as needed.

PHYSICAL REQUIREMENTS:

The bus driver could be expected to perform any or all of-the following to fulfill the physical requirements of the position:

- Standing
- Sitting
- Lifting
- Reaching
- Bending
- Carrying
- Climbing
- Crawling
- Kneeling
- Stretching
- Pulling
- Pushing
- Tugging
- Mopping
- Sweeping
- Squatting

SAFETY AND HEALTH:

1. Knowledge of universal hygiene precautions.
2. Attend CPR and First Aid Course
3. Familiar with emergency evacuation procedures
4. Must pass an annual physical examination

EQUIPMENT/MATERIAL HANDLED:

1. Forms and small hand tools

WORKING ENVIRONMENT:

1. Able to work during inclement weather
2. Able to work within various degree of noise, temperature, and air quality.
3. Interruption of work are routine.
4. Must be flexible in work schedule.
5. Must be able to work with/without close supervision.

TERMS OF EMPLOYMENT:

1. FLSA non-exempt employee.
2. Salary and work year to be established by the Superintendent.

Every employee works for Dexter Consolidated Schools, not only for a particular supervisor or department. Accordingly, employees are expected to act in the best interest of the school district even if doing so requires actions or responsibilities not listed in the above position description.

I have reviewed and agree to the above job description:

Printed Name: _____

Signature: _____ Date: _____

Supervisor: _____ Date: _____