



Job Title:

Bus Driver

Our mission is to help our children grow in wisdom (*offering tutoring opportunities for academic success*) and stature (*feeding proper nutrition with snacks/meals and wellness activities*) and in favor with God (*sharing the gospel of Jesus Christ*) and man (*instilling young men and women with Godly character*).

Basic Function

Under general direction of the Director of Program Development and with guidance by the Director of Programming and Director of Operations, this position is responsible for the transportation of students to and from Coalition For Kids sites, the safety of the passengers and safe operation of the Coalition vehicles. This position may be called upon to deliver food to sites if necessary.

Duties and Responsibilities:

- Sets a positive Christian example in word, actions, attitudes, and relationships.
- Builds positive relationships with others as a representative of Coalition.
- Drives a Coalition bus/vehicle within a prescribe route(s) in accordance with time schedules picking up and discharging students at designated stops.
- Transports students and staff on field trips to various locations; planning necessary route(s) and stops as needed.
- Conducts safety and operational inspection of assigned vehicle daily.
- Reports needed mechanical repairs/issues to the Director of Program Development.
- Services buses with gas, diesel fuel, and oil.
- Performs periodical safety procedures as required by law, completing necessary reports.
- Maintains cleanliness of vehicle, both inside and out, to ensure safe operating condition.
- Attends various meetings regarding safety, first aid and training updates as required
- Attends driver training programs to maintain current knowledge of Tennessee Motor Vehicle Code and the Education Code as it applies to the operation of vehicles in the transportation of school children
- Responsible for inspections on all Coalition buses.
- Perform related duties as assigned/requested by staff.

Knowledge Of:

- Tennessee Motor Vehicle Code and the Education Code as applied to the operation of vehicles used in the transport of school children
- Basic first aid practices, procedures, and techniques
- Safe driving practices

Ability To:

- Establish and maintain effective working relations with staff.
- Read and write at a level necessary to successfully complete the required records and reports.
- Understand and carry out both oral and written instructions in an independent manner
- Establish and maintain proper student conduct on school vehicle.

- Drive a school bus safely and efficiently.
- Exercise good judgment and extreme caution while driving.
- Meet the physical requirements necessary to perform required duties safely and effectively.

Education and Experience

- High School diploma or equivalent.
- Current Tennessee Commercial Driver's License, Class B with passenger and air brakes endorsement.
- Must possess a safe driving record and will be required to submit MVR from Department of Motor Vehicles prior to hire.

Working Conditions

This position is a part-time position, averaging 5 hours per day, 5 days per week from September to July.

Working conditions include physical demands:

- Physical demands include dexterity of hands and fingers, bending at waist, kneeling, and crouching, ability to lift 60 lbs., sitting, standing, walking, reaching above the shoulders and horizontally to perform inspections. Maintain physical and mental alertness and an appropriate level of energy to perform the essential job functions.

Employment with Coalition For Kids would be an "at-will" nature and this job description does not imply an employment contract. "At-will" employment means that the employee may resign at any time and the employer may discharge an employee at any time and for any or no reason. Furthermore, an employee's "at-will" statue may not be changed by any written document or by conduct unless such change is specially acknowledged in writing by the Executive Director.

Acknowledgement

I understand and agree to perform the job duties described above. I understand that if I require accommodation, I will immediately discuss this with the Director of Human Resources. My signature constitutes understanding of the requirements, essential functions, and duties of the position.

Print Name

Signature of Employee

Date

Director of Programming Signature

Date