



Office of Talent

TITLE: Bus Driver/Car Driver, General Education/Special Education

DEPARTMENT: Office of Operations

REPORTS TO: Director of Operations

RECEIVES GUIDANCE FROM: Operations Administrative Support and Administration

BASIC FUNCTION (BF1): Assist with the supervision and safety of students while on the bus. The essential functions as shown below represent only the key areas of responsibilities; specific position requirements will vary depending on the needs of the transportation department. This position requires continuous use of independent judgment

SKILLS AND JOB FUNCTIONS (For all Charles City Community Schools Positions SJF 1-13)

Demonstrated Experience or Willing to Acquire Skills:

1. Exhibits essential dispositions and ownership of the district mission of *"Regardless of who you are or what your story is, you can learn and be loved here."*
2. Exhibits essential dispositions and ownership of the district vision of *"Creating compassionate competent problem solvers."*
3. Exhibits essential dispositions and ownership of the district core values
 - a. Demonstrated success of always doing what is best for all kids.
 - b. Believes in the concept of family
 - c. Demonstrated success as a committed leader
 - d. Believes in the concept of passion
 - e. Demonstrated success in being invitational
4. Exhibits essential dispositions of being a collaborative leader and colleague
 - a. Empathic
 - b. Motivated
 - c. Humble
5. Exhibits effective communications skills
6. Effective outcomes in providing students behavioral and socio-emotional support
7. Exhibits patience, tolerance, persistence, and flexibility for effective outcomes for students
8. Exhibits organization, growth mindset, grit, and enthusiasm for effective outcomes for students
9. Prompt and regular attendance
10. Animated hospitality approach to students, parents, colleagues, and stakeholders
11. Demonstrate confidentiality as needed and required
12. Success in the area of cultural competency, social justice, equity, and working with students from diverse backgrounds or willingness to acquire these skills.
13. Comply with Charles City Community Schools Board Policy/Regulations and Handbook Policy

HIRING SPECIFICATIONS (HS1-9): *Demonstrated Experience or Willingness to Acquire Skills*

1. Drive/operate the school bus in a safe, effective and proficient manner
2. Demonstrated safe driving record.
3. Provide guidance and training to bus associates in the performance of their respective assignments and duties
4. Perform visual bus safety inspection at the start of each route
5. Report all vehicle damage and/or repair items using established procedures and forms
6. Ensure interior and exterior cleanliness and appearance of the school bus or vehicle
7. Assist in providing the necessary safeguards to prevent loss of or damage to property, or failure of mechanical equipment.
8. Assist in the inspection, operation, and use of specialized equipment required by special education students.
9. Willing to work flexible hours and shifts to meet the needs of the district and students

Charles City Community School District

ABILITIES (A1):

This position will require physical demands that include constant sitting and driving. There will be frequent, reaching/pushing/pulling, extreme temperatures/humidity conditions, inside/outside work conditions, and lifting of up to 25 pounds. There will be occasional standing, walking, bending/stooping, climbing, carrying of 10 feet, and lifting of 25-75 pounds and 50-75 pounds. In emergencies there may be a need to lift 75-100 pounds.

KNOWLEDGE AND EDUCATION (KE1-9 and KED 1-2):**Required:**

1. High School Diploma or GED
2. Eighteen (18) years of age or older
3. Ability to obtain a Commercial Driver's License (CDL) within a 60 day period
4. Ability to obtain State of Iowa School Bus Operators permit
5. National Career Readiness Certificate (NCRC)
6. Meet requirements for mandatory trainings/screenings and professional learnings set by the district and State of Iowa
7. Working knowledge of city and school locations
8. Utilize computers to read district/office communications and to take required online training courses
9. Meet or exceed State of Iowa Department of Transportation physical health requirements
10. Meet or exceed pre-employment evaluation
11. Ability to use good judgment

Desired:

1. Successful work or volunteer experience with students and children
2. Supervisory experience with school age children

POSITION INVENTORY: Classified**FLSA STATUS:** Non-Exempt**FT/PT:** FT/PT

All of the above duties and responsibilities are essential job skills and functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.



* Talent Office Authorization

*This job description is not approved without the signature of the Talent Office Administrator

Date Last Reviewed: 11-2018

Candidate Signature _____ Date _____

All candidates hired after 1-1-19 shall sign this job description acknowledging the information herein