



Title: Bus Driver

Reports to: Facilities Manager, Athletic Director

Supervises: Students, other passengers

Status: Part Time/Full Time

Position Summary: Bus drivers shall reliably, responsibly, and safely transport students to and from school, school functions, sporting events, and/or field studies, following all safety and traffic rules.

Requirements

Spiritual: Be a professing born-again, Bible believing Christian and in regular attendance at a Bible believing church. Also, be in agreement with the DCA Statement of Faith and Biblical Morality Standards (See Terms of Employment).

Education: High school diploma or equivalent

Experience: Prior professional driving experience preferred but not required

Skills:

- Valid commercial driver's license (CDL); Dayspring will pay for classes
- Ability to pass a drug and alcohol test
- Knowledge of basic first aid practices, procedures, and techniques preferred
- Good driving record
- Time management and problem-solving skills
- Ability to exercise good judgment and extreme caution while driving
- Ability to meet physical requirements necessary to safely and effectively perform required duties

Essential Responsibilities and Duties:

- Transport students and chaperones to various destinations safely and in a timely fashion
- Follow planned route and schedule for departure times and stops
- For school bus routes, execute the pickups and drop-offs safely, following all PennDot regulations
- Adhere to all traffic laws and regulations
- Be attentive to traffic and weather conditions and ensuring passenger safety
- Enforce conduct and safety rules on the bus
- Conduct safety and operational inspections of assigned vehicle daily
- Maintain a clean and orderly bus interior



- Refill gas tank at appropriate times
- Complete passenger counts and periodic mileage reports
- Report any accidents, incidents, or mechanical problems

Collaborative Responsibilities and Duties:

- Attend trainings and meetings as necessary
- Communicate with dispatch, school staff to coordinate routes and schedules and schedule changes or issues

Evaluation Method and Frequency:

- Bi-yearly evaluation by Facilities Manager

Signed - Bus Driver Date

Printed - Bus Driver Date