



POSITION: Bus/Van Driver
SUPERVISOR: Facilities Manager

STATUS: Non Exempt
DATE: June 2024

Job Summary:

Provide transportation via the school bus/van to various locations with students or passengers. This may be between campuses or any school sponsored activities.

Required Spiritual Qualities

It is expected that the Bus/Van Driver will:

- Acknowledge Christ as Savior and seek to live as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God, our standard for faith and practice.
- Believe and actively support Coulee Christian School's **Statement of Belief**.
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Be a **Christian role model** in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for personal conduct, marriage, gender identity and sexuality.
- Demonstrate evidence of the fruit of the Spirit when interacting with others.
- Actively participate in a local Bible-believing church and share their faith with others.
- Have a Christ-centered home.

Required Professional Qualities

It is expected that the Bus/Van Driver will:

- Possess the ability to interact effectively with peers and supervisors, possessing humility and willingness to be a team player.
- Demonstrate a sensitivity and ability to interact effectively with staff, parents, volunteers, and children.
- Manage a fast-paced, multifaceted job with stability, objectivity, and optimism.
- Understand the importance of discernment, discretion, and confidentiality in the operation of the school.
- Develop and maintain rapport with students, parents, and staff by treating others with courtesy, patience, friendliness, dignity, respect, and a good sense of humor.
- Communicate effectively, professionally, and timely by responding to all emails within 24-48 hours on school days, as this is the main method of communication between administration and employees.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good

taste consistent with school policy.

- Be open and flexible to new school initiatives.
- Demonstrate a reasonable level of computer literacy. Basic proficiency is needed in word processing, e-mailing, and accessing the internet. The Bus/Van Driver should be able to use a website to upload, create, and submit documents.

Required Personal Qualities

It is expected that the Bus/Van Driver will:

- Sign and live by Coulee Christian School's **Lifestyle Statement** as a condition for employment and continued employment in this ministry.
- Be an enthusiastic visionary, encouraging, self-starter with a high energy level.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Defend principles and conviction in the face of pressure and partisan influence.
- Recognize his or her own mistakes and take measures to correct them.
- Be servant-hearted & willing to assist others.
- Use acceptable English in written and oral communication. Speak with clear articulation.
- Respectfully submit and be loyal to constituted authority.
- Seek to appreciate and understand the uniqueness of the community.
- Place his or her school ministry ahead of other jobs, coaching or volunteer activities.
- Be able to meet the physical demands of the position as outlined in Coulee Christian School's **Physical Requirements** for this position or negotiate reasonable accommodations with Supervisor.
- Have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go."
- Remain committed to partnering with parents/guardians in the support and care of students.

Essential Job Functions - Accountabilities

It is expected that the Bus/Van Driver will:

Spiritual Leadership

- Possess a conviction of God's calling to the Christian school ministry.
- Follow the Matthew 18 principle in dealing with conflict.
- Join school staff in discipling of students.
- Serve as a model to students of how a spiritual leader within a classroom or school community practices Spiritual disciplines and demonstrates fruits of the Spirit in everyday situations.
- Encourage the spiritual growth of students.
- Participate in staff Bible studies.
- Integrate a Christian Worldview into interactions and daily instruction of students.

Academic Leadership

- Have knowledge of Coulee Christian School's vision/mission, programs, and policies.
- Seek and accept constructive evaluation of performance.
- Create a positive learning environment where students can thrive.
- Provide on-time supervision (duty) to students to ensure a safe school environment.
- Participate in ongoing professional development.
- Establish and communicate clear objectives for all transportation activities.
- Understand strengths, weaknesses, and needs of students and have the ability to communicate these to parents, administration, and other support staff.
- Manage student behavior in the classroom by invoking established disciplinary procedures.
- Utilize effective management strategies to engage all students in a safe and orderly manner.
- Read and stay abreast of current topics in school bus transportation.

Administrative Leadership

- Know the procedures for dealing with emergency situations on the school bus/van. Conduct required emergency safety drills in coordination with school leadership.
- Report safety, health, and maintenance needs that are observed to appropriate individuals.
- Inform the administration in a timely manner if unable to fulfill any assigned duty.
- Obtain student roster from Admin Assistant/Teacher at point of origin.
- Confirm riders match the student roster.
- Follow-up on any roster discrepancies with Admin Assistant/Teacher at point of origin.
- Ensure school vehicles are used exclusively for school related activities.
- Maintain control of students and report any student issues to the Admin Assistant at the destination campus office upon arrival.
- Ensure each student is belted according to the seatbelt guidelines/law.
- Ensure safety of the students at all times.
- Follow all traffic laws.
- Follow expected traffic routes.
- Do not use cell phones while driving. GPS must be entered when the vehicle is in park.
- Provide transportation for students to the destination campus.
- Confirm delivery of students to the destination campus.
- After arriving at the destination, the driver needs to physically check each row of the vehicle to ensure that no students remain in the vehicle.
- In conjunction with the facility manager, ensure that regular inspections and maintenance are performed in accordance with DPI and DOT regulations. All records of inspections and maintenance will be kept in the facilities file and digitally sent to info@couleechristian.org.
- Conduct Pre-Operation and Post-Operation checklists.
- Report maintenance issues on Post-Operation checklist, as soon as an issue is detected.
- Return completed trip report/roster to Admin Assistant.
- Ensure vehicle is locked and keys secured while away from the campus.
- Ensure keys returned to Admin Assistant upon return to campus.
- Maintain acceptable Motor Vehicle Record, based on school standards.

Minimum Requirements:

It is expected that the Bus/Van Driver will:

- Drivers should be at least 21 years old. No one under age 21 may transport students or operate a Coulee vehicle for school events/transportation that is coordinated by the school.
- Drivers of the bus must have DOT approved credentials.

Working Relationship and Scope:

Reports directly to the Supervisor noted above. Works closely with all school staff members, students, families, and volunteers.

Acknowledgment:

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by their Supervisor. All requirements are subject to change over time and to possible modifications to reasonably accommodate individuals with a disability.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed & Signed name of Employee Date

Printed & Signed name of Supervisor Date