

**Explorers Academy
615 North 19th Street
Billings, MT 59101**

◀ VACANCY ANNOUNCEMENT ▶

INTERNAL/EXTERNAL OPENING

POSITION: Bus Driver

WORKSITE: 615 North 19th Street
Billings, MT 59101

RATE: \$11.00-\$12.00 per hour, DOE

OPENING DATE: August 16, 2017

CLOSING DATE: Until Filled

JOB DUTIES: Transportation of children

QUALIFICATIONS: See Job Description

WORK SCHEDULE: 6:30 a.m. – 5:15 p.m. Mon-Thurs
Split shifts – hours vary depending on route

WHO MAY APPLY: All Qualified Individuals

HOW TO APPLY: Submit Current Resume And Completed
Application Form

**Human Resource Director
Explorers Academy
615 North 19th Street
Billings, MT 59101**

Explorers Academy is an Equal Opportunity Employer

Bus Driver Position Description

Explorers Academy

SUMMARY OF RESPONSIBILITIES

Safely assist with the transportation of children to and from school. Maintain accurate records. May assist with classroom meals and/or light facility maintenance.

SUPERVISOR: Operations Director

POSITION STATUS: Part-time (approx. 25/30 hrs/week) for 40 weeks, Non-exempt, Pay Grade 4

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensure that bus is mechanically safe through pre-trip inspection and report any malfunctions to the Transportation Manager in a timely manner.
- Follow all traffic laws and safe driving protocols.
- Safely board and de-board children on and off the bus.
- Adhere to Bus Rules and enforcement procedures and follow all safety procedures at all times.
- Ensure that a safe and pleasant learning environment is maintained while children are on the bus.
- Adhere to disciplinary philosophy while attending to children on the bus.
- Make sure children are seated and restraints are properly secured at all times.
- Ensure that someone who is identified on the Child Release Form is putting child on bus or receiving child from bus.
- Keep inside of bus clean on a daily basis.
- Maintain consistency in the bus routes, (i.e.) picking up and dropping off children within a predictable time range (road conditions permitting), and inform parents and day care providers of any significant changes in pick-up and drop-off times.
- Maintain friendly and open communication with parents and daycare providers on the route.
- Through observations, post trip inspections and accurate record-keeping, account for all children at all times that they are in the care of the transportation staff.
- Complete necessary paper work in a timely and accurate manner, and report any repair needs to the Transportation Manager.
- Renew D.O.T. physical exam every two years and participate in Federal Drug and Alcohol Testing Program as required.

Employees *may be* required to assist in classrooms. Shifts are assigned by the supervisor as needed to meet the needs of the program:

ESSENTIAL SKILLS

- Must be able to drive and operate a school bus.
- Must maintain emotional control at all times and manage difficult or emotional situations with tact and diplomacy.
- Must communicate clearly, both orally and in written format.
- Must be organized to ensure timely and accurate documentation of required records and reports.
- Must demonstrate respect and sensitivity at all times for cultural, racial and economic differences.
- Must treat others with respect and consideration to foster a teamwork environment.
- Must support and advocate agency mission and philosophy.

NON-ESSENTIAL SKILLS:

Basic computer skills preferred

EDUCATION AND EXPERIENCE REQUIREMENTS:

High school diploma or GED, minimum 6-months - 1 year experience. Current Commercial Driver's License (CDL) with School Bus Endorsement. Good driving record. Knowledge of local traffic laws. Familiarity with locations of streets in various sections of Billings.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk, listen, stand, walk and sit. While performing the duties of this job, the employee is also often required to use hands to finger, handle, or feel objects, tools or controls, reach with hands and arms, climb stairs, balance, bend, stoop, kneel, crouch or crawl, taste or smell and move quickly to respond to children's health or safety needs.

The employee must frequently lift and/or move up to 35 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this position, the employee supervises children indoors and outdoors, is exposed to changing weather conditions, travels by vehicle, and may work in varied residential environments. Noise level is usually moderate to loud.