



## The Schools of McKeel Academy

<b>Job Title:</b>	<b>Full-time Sub Bus Driver</b>	<b>FLSA Code</b>	Non-Exempt
<b>Reports To:</b>	Transportation Manager	<b>School Base</b>	Non Instructional
<b>Location:</b>	TSMA	<b>Details</b>	10 month position
<b>Salary Range</b>	\$21.54/hr		
<b>Department:</b>	GL Code for Payroll purpose		
<b>Date Created:</b>			
<b>Date Approved:</b>			
<b>E-mail:</b> <a href="mailto:jobs@mckeelschools.com">jobs@mckeelschools.com</a>		<b>Mail:</b>	
Subject Line: Application		Human Resources	
<b>Attention:</b> Employee Relations		The Schools of McKeel Academy	
		1810 West Parker Street	
		Lakeland, FL 33815	
<b>Job Description</b>			
<b>Tasks</b>			
<p>This position is an on-call position to cover existing routes on short notice to fill in for regularly scheduled drivers. Driver will perform skilled work in the operation of light and heavy school buses transporting student to and from The Schools of McKeel Academy.</p> <p><b>Essential job functions:</b></p> <ul style="list-style-type: none"> <li>• Primary responsibility is to transport students to and from school, following an approved route within a specific time schedule.</li> <li>• Maintain and regulate heating or cooling ventilation of bus for the comfort of the passengers.</li> <li>• Drive the bus carefully and in compliance with traffic regulations.</li> <li>• Assume responsibility for the safety of the school children in loading, unloading and transporting them to and from school.</li> <li>• Instructs children in safety precautions and practices.</li> <li>• Signals children when to cross the street or highway and assures that children are safely across upon departure from the bus.</li> <li>• Maintains discipline; reporting unruly behavior to the principal or the school or the supervisor.</li> <li>• Inspects and sweeps the bus daily, properly disposes of trash and washing as necessary.</li> <li>• Checks fuel and performs state mandated pre-trip inspections daily. Checks coolant and oil levels when bus is being refueled.</li> <li>• Reports delays and accidents</li> <li>• Keep operational records and make simple reports.</li> <li>• Reports defects or problems with the vehicle to the superior.</li> <li>• May be required to take vehicle to maintenance shop for repairs.</li> <li>• Perform first aid and CPR in medical emergencies</li> <li>• Assist students in exiting the bus in emergency situations</li> </ul>			



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### Non - Essential Tasks:

- Perform other duties as assigned.
- Customer and Personal Service – Able to communicate effectively with the children and staff on structure or bus policy and procedures

### Knowledge/Skills:

Graduation from an accredited high school or GED. Completion of first aid and defensive driving courses. Training on highway safety rules and regulations. Successful completions of the Department of Education's "Bus Driver Training Program." Appropriate State of Florida Driver's License with passenger endorsement. Completion of a performance test in school bus operation. Must pass an annual physical exam. Extensive knowledge of local area roads.

### Work Context:

Driver must be able to learn new routes and stop locations with minimal assistance. Driver is required to be on call and answer phone calls from the supervisor in the late evenings and early mornings. Driver will need to travel to bus locations to drive routes on short notice. This position requires flexibility to cover driver routes during absences. Require some sitting and standing, walking and moving about to coordinate work. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires face-to-face discussions and contact with individuals and/or teams. Requires work with internal and external contacts, and with the public. Requires working indoors in environmentally controlled conditions. Requires the ability to pass annual DOT physicals, annual dexterity tests, and bi-annual CPR certification. Requires the ability to lift, carry, move and/or position objects weighing up to 20 pounds. Requires sitting for extended periods of time during bus operation. Requires the ability to actively monitor traffic and bus interior without body movement limitations. Requires the ability to perform first aid and CPR in the event of medical emergencies. Requires the physical ability to assist students in evacuating the bus in an emergency situation.

Reviewed By:

Date:



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Approved By:	K. Gingras	Date:	07/09/2024
Last Updated By:	K. Gingras	Date/Time:	07/09/2024