**Murfreesboro City Schools**

**Full-Time Bus Driver**

**Department of Finance and Administrative Services**

**Division of Transportation**

**Revised on 06/25/2018**

**Credentials:** High School Diploma or GED.

**Other Qualifications:** The person in this position must be 25 years of age; possess a driving record which meets state requirements; meet physical and health examination, also drug test including random testing during employment; meet and continually comply with requirements of all regulatory agencies. Employees in this area work 5 days a week, 6-8 hours a day. This person must be able to work cooperatively with adults and children. The person in this position must protect confidentiality rights of students and parents. This person must model appropriate grammar usage, must support safety and display good self-esteem. Experience with groups of adults and children may be helpful but not required. The employee is subject to a post physical examination with a written statement from the physician showing a satisfactory health record. This person will work closely with transportation supervisor and his/her assistant in bus evacuations at all schools.

**Physical Demands:** The employee must have sufficient physical strength and ability to independently lift, move and carry objects weighing up to 50 pounds. The employee will be exposed to extreme temperatures, inclement weather, smells associated with children and educational institutions; may be exposed to bodily fluids and therefore need to use universal precautions.

**Essential Job Functions:** The person in this position drives regular bus routes as assigned. Other duties may vary from day to day and may include, but are not limited to the following:

1. Must be able to perform all job duties as described on essential functions addendum
2. Obey all safety rules and traffic laws.
3. Drive regular runs.
4. Maintain cleanliness of bus interior and exterior.
5. Maintain student discipline.
6. Report overloads to supervisor.
7. Maintain neat appearance, be courteous to parents and children and be cooperative with teachers and school staff.
8. Report all mechanical difficulties to Director of Transportation.
9. Update route times.
10. Report all accidents or injuries on proper form to transportation supervisor at the time of occurrence.
11. Must have the knowledge of and/or the ability to learn occupational hazards and safety precautions.

**Staff Relationship:** Reports directly to the Transportation Supervisor

**Terms of Employment:** Full-time position. Non-exempt.