

Position: Full-time Bus Driver  
Classification: Classified/Non-exempt  
Location: Transportation Department  
Qualifications: High School Diploma or equivalent; maintain a Missouri Class "B" License  
Supervisory: No  
Reports to: Director of Transportation  
Term: 9 Months

**Training for CDL with passenger and school bus endorsements may be available.**

The full-time bus driver fills the needs of the transportation department as regularly scheduled between 32-40 hours per week.

General Expectations:

- Supports the mission of Joplin Schools.
- Supports the value of education.
- Complies with the privacy rights of students.
- Safeguards confidential and/or sensitive information.
- Communicates effectively with all the members of the school district and community.
- Provides excellence in customer service both internally and externally.
- Reacts to change productively.
- Keeps abreast of new information, innovative ideas and techniques.
- Maintains accurate records and filing systems for accountability and audit purposes.
- Ensures that all activities conform to district and state guidelines.

Essential Functions:

- Operate a school bus on a daily scheduled bus route from bus stops, home schools (AM), school stops, and home stops (PM) throughout the district.
- Drive shuttles.
- Drive field trips as directed and when needed.
- Maintain a Missouri School Bus Permit, which includes a DOT physical and random drug testing.
- Carry out all other duties as assigned.
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**Physical Demands**

The individual who holds this position must:

Sit for long periods of time

Occasionally walk and stand

Frequently bend and twist the torso and neck

Frequently use repetitive arm, wrist and hand movements

Occasionally lift up to 75 pounds

Use close, distance and peripheral vision as well as depth perception

**Attendance**

Consistent and regular attendance is an essential duty of this position.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

**Conditions and Environment**

The individual who holds this position must:

Frequently work in temperatures below 32 degrees and above 100 degrees Fahrenheit.

Occasionally work in rain, sleet and ice and drive on slippery conditions

Often work in an area with a high noise level including engine noise and the sound of many children speaking, a raised voice may be necessary

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.