



Job Title: Bus Driver *

Department: Transportation

Reports To: Terminal Manager; Lead Driver

Grade: MT-06

Number of Days: 9 months

Security Access: None

Overtime Status: Non-Exempt

Last Revised Date: August 20, 2019

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

Position Summary: Willing and able to drive all assigned routes as needed and assist Terminal Managers and Lead drivers with various duties as needed. Drives a school bus safely in accordance with time schedules; transporting students to and from their homes, a variety of school sites and on field trips as assigned.

Minimum Qualifications/Job Requirements:

Education:

- High school diploma / equivalent

Specialized Knowledge, Licenses, etc:

- CDL with passenger, air brakes, and school bus endorsements*
- DOT physical
- State of Oklahoma School Bus Driving Certificate*

Experience:

- None*

Specific Training/Skills:

- Self-starter, highly motivated with positive attitude
- Able to promote team player concept
- Assist managers as needed

Physical Requirements (If Applicable):

- Must pass an annual DOT physical
- Must be able to lift 50 lbs.

Other:

- Excellent attendance record and be willing to attend extra training

Customer Contacts:

- **Internal**
 - Transportation personnel, maintenance staff, and school personnel
- **External**
 - Students, patrons, and public

Responsibilities and Essential Functions: The following duties are representative of performance expectations.

- Operates a two-way radio (10%)
- Oversees the loading and unloading of students, releasing students to authorized individual (10%)
- Maintains order and proper discipline of passengers; resolving disputes, documents and reports severe disciplinary cases (10%)
- Conducts established safety and operational inspection of assigned vehicle daily (10%)
- Assures maintenance of bus in safe and clean operating condition; reporting needed mechanical repairs, installing special safety belts, sweeping interior of the bus and washing windows daily, services the bus with gas and oil, follows established security procedures (10%)
- Maintains a variety of records and reports including but not limited to mileage, routing, maintenance, and time schedules (10%)
- Attends meetings, programs, and in-service training as assigned (10%)
- Maintains current required licenses and certificates (10%)
- Notifies appropriate individuals of any delays in scheduled route; assists with other routes when breakdown or other unusual circumstances occur as assigned (10%)
- Performs other related duties as assigned (10%)
- Ability to work collaboratively with others on a team

Supervisory Responsibilities:

- This role may be called upon to train others and/or oversee bus assistants

Working Conditions:

- Will frequently work outdoors and in a bus environment
- Will supervise students and monitor behavior while traveling

*Willing to train qualified candidates.

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.