



**Job Title:** Bus Driver, 12-Month – Driver/Trainer

**Department:** Transportation  
**Reports To:** Terminal Manager  
**Grade:** \$.30/hr Special Needs stipend  
**Number of Days:** 12 Month  
**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:** A bus Driver/Trainer drives 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; transports students to and from their homes, a variety of school sites and on field trips as assigned. In addition, this role will train new drivers to drive and manage student safety.

**Minimum Qualifications:**

- Must be a self-starter, highly motivated, possess a positive attitude, be familiar with all areas of the city, have an excellent attendance record, capable of relating to management staff, other employees and the public, work well under pressure and be a team player
- Must have previous bus driving experience with a Class B CDL with P and S endorsements
- CPR/First Aid Certificate preferred
- State of Oklahoma School Bus Driver Certificate
- Must possess excellent written and verbal communication skills, problem solving ability and basic computer skills
- Must be willing to receive training in Transportation Department Operating Systems; in particular Microsoft Office

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

- Willing and able to drive all assigned routes as needed
- Assist supervisors in various duties including evaluation of route
- Participate in the training of newly hired drivers and assistant drivers
- Effectively relate to management staff, other employees and the public
- Motivate others with ongoing positive reinforcement and promote team player concept among employees and office staff
- Experience in employee relations, training and safety a plus
- Ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

**Customer Contacts:**

- **Internal:** Transportation personnel, maintenance staff, school personal
- **External:** students, patrons, and public

**Supervisory Responsibilities:**

- This role will 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

*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.*