

**INDIAN CAPITAL TECHNOLOGY CENTER
NO. 4**

JOB DESCRIPTION

POSITION: Bus Driver/Substitute Bus Driver

RESPONSIBLE TO: Director/Asst. Director

EDUCATION: High School Diploma or GED preferred

CERTIFICATION: CDL and Oklahoma Bus License

EXPERIENCE: Prefer school bus driving experience. Prefer experience in building maintenance or custodial related field.

SKILLS: Possess the physical and mental ability to transport students to and from the Technology Center. Able to perform responsibilities on own initiative with minimal supervision including planning, executing, and completing assignments in a timely manner while managing multiple priorities.

OTHER: Mature, responsible, discreet

DEPENDABILITY: Punctual and regular attendance following a designated work schedule. Must be able to work extended hours and additional days/evenings as required by position responsibilities.

PHYSICAL/MENTAL STANDARDS: Able to read, comprehend, and evaluate varied documents. Able to pass yearly physical as required by Oklahoma School Law.

EMOTIONAL EFFORT: Moderate to extreme. Able to handle high stress situations at peak periods.

PERSONNEL CLASSIFICATION: Support Personnel: NON-EXEMPT

LENGTH OF CONTRACT: 175 school days

PRIMARY FUNCTION: Driving school bus. Provide educational support for the District.

ESSENTIAL JOB FUNCTIONS

GENERAL DUTIES:

Operation of a school bus transporting students to and from Indian Capital Technology Center.

Establishes and maintains a good working relationship with all employees of Indian Capital Technology Center.

Keeps up-to-date and comply with State and Federal regulations and District Policies and Procedures.

Compiles information and assists in the preparation of department and district reports and reports required by various agencies.

Respects and maintains the confidentiality of appropriate files and district information.

Participates in periodic evaluations of own performance with Director/Assistant Director.

Performs such other duties and assumes such other responsibilities as may be required to accomplish the essential job functions as directed by the Director or Assistant Director.

RELATIONSHIPS

INTERNAL:

Builds a good harmonious rapport and works cooperatively with all District personnel while achieving the duties, responsibilities and objectives of the job.

EXTERNAL:

Assists and communicates with students, other organization personnel and clients in a pleasant, friendly and sociable manner.

OTHER JOB FUNCTIONS:

Performs such other duties and assumes such other responsibilities as may be assigned by the appropriate administrator(s).

Signature of Employee

Date

Signature of Director/Assistant Director

Date

Indian Capital Technology Center does not discriminate on the basis of race, color, religion, national origin, sex/gender, age, marital or veteran status, or qualified disability.