CENTER GROVE COMMUNITY SCHOOL CORPORATION MISSION
We develop knowledgeable, confident and responsible citizens through inspirational and innovative learning opportunities.

CENTER GROVE COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION

Position Title	**Driver, Mid-Bus Special Route**
Building/Department	**Transporation Department**
Supervised & Evaluated By	**Director of Transportation**
Evaluation	**Yearly**

Position Details:
Days Per Year **180**
Hours Per Day **4.5**

Employment Status:
- ☐ Full-Time Employment
- ☒ Part-Time Employment
- ☐ Temporary Employment
- ☐ Seasonal Employee

Benefit Level:
- ☐ **A Certified Administrators**
- ☐ **B Directors and Coordinators**
- ☒ **C Support Staff**
- ☐ **D "Other" (No Benefits)**
- ☐ **Bargaining Unit**
  Master Teacher Contract

FLSA Overtime Status:
- ☐ Exempt
- ☒ Non-Exempt

Job Description Updated:
November, 2017

Minimum Qualifications and Credentials Required:

- High School Diploma or General Education Degree (GED)
- Valid Indiana driver's license with clear driving record
- Must have or be willing to obtain a "For Hire" endorsement on driver's license
- Must be able to pass a physical fitness and drug test

Essential Functions:

1. Drives an activity bus safely on a daily basis
2. Promotes high standards of safety at all times
3. Performs and properly completes daily pre-trip inspections
4. Complies with all traffic ordinances
5. Complies with discipline policies set forth in the Transportation Handbook
6. Participates in on-site required training
7. Participates in the random drug testing
8. Enforces all bus rules and regulations for students
9. Maintains student discipline while on the bus
10. Keeps assigned bus/vehicle clean
11. Maintains assigned schedule and route
12. Notifies the Director of Transportation in case of mechanical failure or route diversion
13. Discharges students at authorized stops only

14. Transports authorized students only
15. Reports all accidents and completes required reports accurately and promptly
16. Completes work orders for required service and repair
17. Keeps appropriate fuel usage records
18. Performs other tasks and assumes other responsibilities as assigned by the Director of Transportation

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