

# Bus Driver

## Bishop Neumann

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Reports to: Transportation Coordinator – Bishop Neuman

Date: April 2024

### **JOB SUMMARY:**

- This position is responsible for transportation of students and/or staff to designated destinations or functions.

### **DUTIES AND RESPONSIBILITIES:**

#### **ADMINISTRATION**

- Transports students, faculty members, and/or coaches to and from scheduled field trips, athletic activities and other designated events and program
- Performs vehicle checks on each trip
- Makes every effort to ensure the welfare of those being transported
- Assists in other duties as assigned

### **CREDENTIALS AND EXPERIENCE**

- The incumbent should have a high school diploma or equivalent; a valid CDL with bus endorsement for the State of Nebraska is required. Knowledge of a wide-range of vehicle-related functions is desired – ranging from minor mechanical repair to basic maintenance skills. Understanding the simplest form of radio communication is essential as there is frequent communication between several buses going to the same destination. The incumbent is in frequent contact with staff, faculty, students, and the general public and should possess appropriate interpersonal skills. Must be able to take direction, work with team members, and be flexible in last minute change of assignments.

### **TYPICAL PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

- Must be able to stoop, sit, stand, push, pull, and stretch
- Must be able to get in and out of buses or vehicles and control them.
- Able to lift, carry, push, or pull 20-50 lbs. occasionally, and up to 10-20 lbs. frequently.
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NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.