



Full-Time Personnel Job Description

Job Title: Lead Bus Driver/Scheduler
Department: Facility Management
Reports Directly To: Director, Campus Operations

Date: June 24, 2025
Prepared By: Trey Keoppel

Position Closing Date: Open Until Filled

Job Group: H
Salary Range: *\$33,926 - **\$42,326

Exempt Certified
 Non-Exempt Grant Funded

Primary Function of Position:

Under administrative direction of the Director Campus Operations, the Lead Bus Driver/Scheduler will provide oversight of the District's bus transportation, drivers, scheduling, bus maintenance, medical documents, and all state reports and inspections. The position will also provide oversight for the processing of storage inventory in and out of the warehouse.

Embrace the Francis Tuttle Culture as reflected in the Mission and Vision statements, and continually portray the Core Values: Service, Trust, Aspiration, Respect and Responsibility.

Essential Job Functions:

1. Manages, in a safe and efficient manner, day-to-day operations of bus transportation to include scheduling and assigning work to employees or outsourcing to charters.
2. Performs and schedules daily bus routes to provide required student transportation to and from area sending schools.
3. Performs and schedules student field trips and provides adequate transportation for students.
4. Schedules routine bus maintenance and prepares required annual reports and inspections.
5. Maintains records of bus drivers, including required medical documents for annual reports.
6. Maintains warehouse in neat and mannerly condition and provides oversight of stored inventory.
7. Prioritizes tasks to be completed and provides follow-up and reporting to Director, Campus Operations.
8. Ability to be present on the job as described under working conditions and contract details.
9. Other duties as assigned.

Knowledge, Skills, and Abilities:

- High school diploma or equivalent required.
- Experience in student transportation.
- Must possess and maintain Oklahoma CDL with (P) passenger and (S) school bus endorsements, air brake certification and acceptable driving record required.
- Must pass drug and alcohol screening upon hire and during random testing.
- Possess leadership ability and communication skills to effectively interact with all levels of management.
- Ability to work independently and in a team environment.
- Must have the ability to acquire and maintain a Fork Lift Training Certificate (training provided) within first three months of employment.
- Ability to work independently with limited supervision and direction.
- Ability and desire to maintain/manage an efficient, well-organized work area.
- Ability to excel in a fast-paced work environment by prioritizing tasks and projects.

- Ability to understand and meet critical deadlines.
- Exceptional verbal and written communication skills.
- Ability to consistently deliver superior customer service and work quality to internal and external customers.
- Strong flexibility, time management, and organizational skills.
- Ability to manage multiple tasks or projects with a sense of urgency.
- Anticipate needs, be resourceful and have ability to build strong employee partnerships within the organization.
- Ability to consistently deliver superior customer service and work quality to internal and external customers.

Working Conditions:

Strenuous physical effort required. Ability to lift 10-50lbs; Position requires prolonged standing, walking, driving, and reaching; concentrated visual effort is required; extensive communication with internal and external customers. Reliable, dependable, and punctual attendance. Repetitive use of hands/motion and have manual dexterity, finger dexterity, and multi-limb coordination. Job will require working from a ladder. Long periods of sitting and standing. Reliable, dependable and punctual attendance. This is not an exhaustive list and reasonable accommodations will be made as needed.

Organizational Relationship:

Full-time, non-exempt personnel position reports directly to the Director of Campus Operations. Evaluated annually in accordance with the provisions of the Board’s policy.

Contract Details:

Twelve-month contract subject to annual renewal. Working days and hours are Monday through Friday, 7:00 a.m. – 3:30 p.m. This position will require an adjustment in working hours from time to time to accommodate special bus trips. May require periodic travel out of town with occasional overnight stays.

Benefits:

Francis Tuttle offers a comprehensive benefit package for full-time employment to include paid health and dental insurance, monthly supplemental benefit compensation of \$465, employee leave plan with family friendly work calendar and 100% contribution into Oklahoma Teachers Retirement System. The district will match up to 2% of monthly, base salary with a 403b or 457 retirement plan (base salary does not include stipends or extra duty).

** Starting salary represents individuals who are in early stages of career, newer to the role, working toward increasing proficiency.*

*** This range represents individuals who are fully experienced and qualified, demonstrate sustained performance for a period of time and exhibit full proficiency in all aspects of their role.*

Contact:

Human Resources
 12777 N. Rockwell Avenue
 Oklahoma City, Oklahoma 73142
 (405) 717-4625

Only persons of interest will be contacted.

Disclaimer:

“The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. This information is not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.”

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