

Washington Township Schools

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www.msdwt.k12.in.us



The Metropolitan School District of Washington Township (MSDWT) is located in the northern section of Indianapolis. It is a dynamic community with broad diversity in cultures, religions, ethnic groups, races, and socioeconomic levels. MSDWT has been an educational leader in Indiana for the last sixty years.

Our mission is to nurture our students into tomorrow's leaders by cultivating learning environments that ignite innovation, amplify diverse and critical thinking, and inspire growth and achievement.

JOB DETAILS

Job Title	Substitute School Bus Driver
Education	High School Diploma or GED
Location	Transportation Center
Work Schedule	Monday – Friday
Calendar Length	School year – 185 days
FLSA Classification	Hourly, part-time
Salary/Hourly Rate	\$25.65/hr.
Benefits	No benefits

JOB EXPECTATIONS & REQUIREMENTS

Position Purpose / Description

Under the supervision of the Director of Transportation and Assistant Director of Transportation, the School Bus Driver is responsible for performing the following duties:

- Safely drive a school bus on days when school is in session over designated routes in accordance with time schedules.
- Load and unload students at designated locations.
- Transport students, teachers and others on school field or activity trips.
- Must use professional and proper radio etiquette during two-way radio operation.

- Inspect the assigned school bus on a daily basis prior to transporting of passengers to ensure that the school bus is in good, clean and safe working order.
- Clean and refuel the school bus as needed.
- Ensure that a communication device is in proper working order before each trip.
- Report all mechanical deficiencies, traffic violations, or accidents, promptly.
- Arrange for and ensure completion of routine maintenance of the school bus (e.g., oil change); transport the school bus to and from maintenance and/or repair facilities.
- Maintain order and discipline in an effective and courteous manner among students being transported in accordance with district policies and procedures; report any incidents involving student discipline.
- Observe and track route timing, such as total time en-route, time between stops, loading and unloading times or any other requested information for the purpose of establishing route efficiency, as requested.
- Maintain and submit records and reports as required.
- Follow procedures to ensure that no child is left alone on the school bus without adult supervision at any time, and that all children have departed the school bus at the end of all bus routes (morning, evening and during field trips or other special trips).
- Inventory bus emergency and first aid supplies and equipment; reports needs to the Fleet Supervisor or designee.
- Prepare aides and children for bus drills and ensure that school bus evacuation drills are held as required.
- In case of accidents/emergencies, evacuate children according to written and practiced procedures, ensure that medical emergency procedures are followed; complete a written report as required.
- Attend and participate in training sessions and other continuing education, career and professional development opportunities.
- Other duties as assigned by the Director of Transportation and/or Assistant Director of Transportation and/or designee.

Experience

- Successful prior experience working as a bus driver, preferably in a school district transporting children or willingness to train for CDL Class B.

Requirements

- Motor Vehicle Operator's (DMV) License.
- Unexpired Commercial Driver's License (CDL), class B with Passenger and School Bus endorsement.

Education

Candidates must possess a high school diploma

PHYSICAL REQUIREMENT	PERCENT OF TIME
	Seldom = Less than 25% Occasional = 26 to 50% Often = 51 to 75% Very Frequent = 76% and above
Ability to stand for extended periods of time	Often
Ability to carry 25 pounds	Often
Amount to lift 25 pounds	Often
Amount of force to push/pull up to 25pounds	Often
Ability to work at a desk, conference table or in meetings of various configurations	Seldom
Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter	Very Frequent
Ability to hear and understand speech at normal levels	Very Frequent
Ability to communicate so others will be able to clearly understand a normal conversation	Very Frequent
Ability to operate office equipment	Very Frequent
Ability to reach in all directions	Very Frequent
Climbing	Occasional
Overhead work	Occasional

The Metropolitan School District of Washington Township is an equal opportunity/equal access employer fully committed to achieving a diverse workforce and complies with all applicable Federal and Indiana State laws, regulations, and executive orders in its programs and activities. Washington Township does not discriminate on the basis of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran's status.