Job Description

Job Title: Bus Driver Part-time
FLSA Status: Non-exempt
Grade: 6
Department: Facilities
Reports to: Facilities Director

Job Summary

This position is responsible for transporting students and staff over scheduled routes and/or to/from special excursions. The bus driver will need to ensure vehicle operation is in safe operating condition and ensure safety of students and staff during transport, loading and unloading from buses. This job is a non-benefited, safety sensitive, part time position.

Essential Functions (Employees of the District must be able to perform, with or without reasonable accommodations, the essential functions of the position as detailed in this section.)

- Drives college bus for the purpose of transporting passengers over scheduled routes to and from school and/or field trips in a safe and timely manner.
- Advises students and other passengers of appropriate behavior for the purpose of reinforcing regulations and maintaining passenger safety.
- Assesses incidents, complaints, accidents, and/or potential emergency situations for the purpose of resolving and/or recommending a resolution to the situation.
- Cleans interior and exterior of College buses for the purpose of maintaining vehicle in a safe and sanitary condition.
- Conducts emergency evacuation drills for the purpose of ensuring efficiency of procedures and complying with mandated requirements.
- Performs pre-trip and post-trip inspections (e.g. fluid levels, tire pressure, exterior condition, etc.) for the purpose of ensuring the safe operating condition of the vehicle and complying with mandated guidelines.
- Prepares written materials (e.g. field trip reports, incident reports, inspection records, passenger misconduct, mileage logs, student counts, routing information, etc.) for the purpose of documenting activities, providing written support and/or conveying information.
- Removes snow from buses for the purpose of maintaining a safe environment.
- Reports observations and/or incidents (e.g. discipline, accidents, inappropriate social behavior, etc.) for the purpose of communicating information to appropriate personnel.
- Responds to inquiries (e.g. students, parents, other school personnel, etc.) for the purpose of providing information and/or direction.
• Supervises students and other passengers during transit for the purpose of maintaining safety and following district policy.
• Administers first aid and medications, as needed, for the purpose of meeting immediate health care needs.

Minimum Qualifications (Employees of the District are required to possess a minimum proficiency level of English, both written and spoken, that will enable them to communicate safely, effectively, and efficiently with students, co-workers, and the public.)

• High school diploma or GED equivalent.
• Possess a valid Commercial Driver’s License with Bus Endorsement, S&P Endorsements and Air Brake Endorsement & Evidence of Insurability.
• Previous work experience consistent with the position.

Competencies for Successful Performance

Knowledge of:
• Office procedures, methods and computer equipment and programs.
• Work safety principles and practices.

Ability to:
• Understand and follow safety procedures.
• Organize work tasks and work independently.
• Meet work schedules and deadlines.
• Timely report maintenance issues.
• Understand and follow oral and written directions.
• Maintain the confidentiality of information and professional boundaries.

Skill in:
• Interpersonal skills necessary to develop and maintain appropriate and effective relationships in the workplace.
• Record keeping utilizing provided logbooks consistent with WYDOT and College requirements

Supervisory and Management Responsibility
• None
**Physical Demands** *(The physical demands described below are representative of those that must be met by and employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)*

- This position is generally sedentary, may sit most of the time, but may also have physical demands such as exerting up to 50 lbs. of force occasionally and/or up to 20 lbs. of force frequently and up to 10 lbs. of force constantly to move objects.
- Must meet health requirements of DOT physical examination.

**How To Apply:**

In order for applications to be complete they must contain: a cover letter, resume, GCCD application (found online at https://gillettecollege.org/careers), and copies of graduate (if applicable) and undergraduate transcripts. Official transcripts will be needed prior to an interview. Email all application documents to hrteam@gillettecollege.org.

**Equal Opportunity and Affirmative Action Employer**

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