

TITLE: Bus Driver/Light Maintenance

DEPARTMENT/PROGRAM: Buses/light maintenance

LOCATION: Hope Christian School

NO. OF POSITIONS: 1

HOURS/SALARY: 20 hours minimum guaranteed per week - 9.25 per hour. (9 Month schedule. Off End of May to Beginning of August)

DESCRIPTION OF WORK

- General Statement of Duties: Assists in maintenance of all buildings, facility grounds, and equipment and program vehicles.
- Coordinates and completes daily bus routes.
- Supervision Received: Works under the general supervision of supervisor.

DUTIES AND RESPONSIBILITIES:

- Follows all federal, state, and local regulations for the safety of children and families.
- Works with Director to meet the needs of building and vehicle repair.
- Assures that all facility grounds, equipment, buildings and program vehicles are properly maintained to ensure maximum cleanliness and safety.
- Recommends professional maintenance and repair work when necessary and reviews all work performed by outside professionals.
- Attends training, workshops, etc. pertinent to D.O.T.
- Attends staff or management team meetings as required.
- Maintains a safe work environment using established safety practices and procedures.
- Performs other duties as assigned.

BUS DRIVER DUTIES AND RESPONSIBILITIES:

- Works with the supervisor to implement, coordinate, and monitor transportation.
- Transports passengers to school and destinations as scheduled and as per established safety procedures.
- Drives 16 passenger vans or busses in all weather conditions.
- Follows all federal, state, local and traffic and safety regulations.
- Performs preventative pre-trip and post-trip inspections on vans and busses.
- Performs chaperone duties during field trips as assigned.
- Maintains certifications and credentials related to the position that include mandatory annual training.
- Performs other duties as assigned.

EDUCATIONAL/TRAINING REQUIREMENTS:

- GED or High School Graduate.
- Minimum 1 year experience in driving, maintenance, general repairs, and grounds keeping preferred.
- Valid NM state driver's license with the ability to meet D.O.T. liability insurance requirements and maintain eligibility in order to drive vehicles.

NECESSARY SPECIAL REQUIREMENTS:

- Knowledgeable and skilled in the use and safe operation of tools, power tools and grounds keeping equipment.
- Knowledgeable of grounds keeping, maintenance, and general repairs.
- Ability to work flexible hours including occasional weekends.
- Knowledgeable of federal and state traffic rules and regulations.
- Knowledgeable of New Mexico and surrounding areas, and the City of Albuquerque.
- Ability to perform routine maintenance on passenger vans/busses and to identify vehicle problems and malfunctions.
- Knowledgeable of requirement and standards related to the safe and efficient operations of passenger vehicles particularly in inclement weather conditions.
- Knowledgeable of industry standard occupational safety practices.
- Skilled in displaying mature, patient, and understanding behavior.
- Ability to work professionally and cooperatively with staff, parents, and community members.
- Ability to respond to and remain calm in emergency or crisis situations.
- Ability to pass through background checks and drug tests.
- Ability to pass annual physical exams.

PHYSICAL REQUIREMENTS AND WORK ENVIROMENT:

Required to work out doors with exposure to inclement weather conditions. Work requires standing walking, reaching, lifting, bending, kneeling, climbing, or carrying or equipment and supplies. Will be required to lift up to 50lbs. May be exposed to gas fumes, automobile fluids, and cleaning agents.

D.O.T. BACKGROUND CHECKS ARE ROUTINELY CONDUCTED ON PROSPECTIVE EMPLOYEES IN ORDER TO CERTIFY COMPLIANCE WITH D.O.T.

ESTABLISHED BY HOPE CHRISTIAN SCHOOL