



## POSITION DESCRIPTION

**Title:** School Bus Driver  
**Reports to:** Athletic and Activities Director

**Job Summary:**

Operate SMCS busses to transport students between locations.

**Duties and Responsibilities:**

- Maintain a clean and mechanically-sound bus at all times
- Obey all traffic laws
- Perform inspections of the bus before and after each route
- Ensure safety of all students
- Discipline students when required to maintain a safe and healthy environment
- Assist students with getting on and off the bus when required
- Track mileage
- Fill gas at end of route
- Maintain an accurate time card for payroll

**Qualifications:**

- Current Commercial Driver's License
- High school diploma or GED preferred
- No at-fault traffic accidents in the last 5 years
- Dependable and reliable
- Submission to legal background check, completion of Virtus training and agreement with the Pastoral Code of Conduct

*I accept the above responsibilities and by signature indicate my willingness to enthusiastically participate in the implementation of the faith community. I can perform the above duties with or without reasonable accommodation.*

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_