

**PLYMOUTH COMMUNITY SCHOOL CORPORATION  
JOB DESCRIPTION**

**JOB TITLE:** Pre-school Bus Driver / Transportation Secretary

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**EXEMPT:** No  
**SALARY LEVEL:** Per Classified Policy - Clerical  
**LOCATION:** Service Center  
**REPORTS TO:** Director of Transportation  
**LENGTH OF WORK:** From 7.5 to 8 hours / day, depending on bus route

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**JOB GOALS:** Drives school busses and other school vehicles to transport students, faculty, and administrative staff by performing the following duties and performs secretarial duties as assigned by the transportation director.

**ESSENTIAL FUNCTIONS** include the following. Other duties may be assigned.

1. Be certified to run a bus route or extracurricular trip.
2. Assist the transportation department in safely transporting students.
3. Assist the transportation department to solve problems involving the safe transportation of students.
4. Assist the other school staff to solve problems of the shop area.
5. Possess a general knowledge regarding operation of a bus.
6. Perform required bus inspection on a daily basis. Participate in a continuous training program to update skills.
7. Document behavioral concerns regarding students while under driver's supervision.
8. Maintain other mechanical records as requested by transportation director.
9. Assist in compiling and assignment of extracurricular routes.
10. Keep computer data base information up-to-date.
11. Complete special State and Federal reports as assigned.
12. Take care of Transportation Director=s correspondence and student confidential records, etc.
13. Prepare and type letters to parents as well as any other messages that need to be sent home.

**14. Additional Duties:**

- a. Secretarial duties as assigned by Transportation Director.
- b. Assist with copy machine maintenance.
- c. Assist with photocopying from time-to-time.
- d. Order supplies (complete requisitions).
- e. Fill out attendance record for staff for payroll.
- f. Assist in cleaning busses and shop area.
- g. Clean office area.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to supervisor and other employees of the organization.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid state driver's license – CDL Class B and hold an Indiana State School Bus Committee Standard Certificate.

**OTHER SKILLS and ABILITIES:**

Must be proficient in the use of computers for various office applications. Ability to type accurately. Employee should also be able to use the machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work, i.e., adding machine, copy machine, calculator, sorting machines, tools, charts, forms, ledgers, schedules, text books. Must possess a working knowledge of bus operations and safety functions used in school busses. Employee must maintain a positive relationship with other staff, parents, and students.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and climb or balance. The employee is occasionally required to sit; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must be able to lift 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Specifically, the important aspect of vision are:

- a. Acuity, far - Clarity of vision at 20 feet or more.
- b. Acuity, near - Clarity of vision at 20 inches or less.
- c. Depth Perception - Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.
- d. Field of Vision - Area that can be seen up and down or to right or left while eyes are fixed on a given point.
- e. Accommodation - Adjustment of lens of eye to bring an object into sharp focus. This item is especially important when doing near-point work at varying distances from eye.
- f. Color Vision - Ability to identify and distinguish colors.

Driver must pass a D.O.T. physical every two (2) years.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to vibration. The employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to fumes or airborne particles.

The noise level in the work environment is usually loud and is sufficient to cause marked distractions.

There are no environmental hazards indicated for this position.

**TERMS OF EMPLOYMENT:**

185 days per year. Salary and benefits as per Classified Policy.

**EVALUATION:**

An evaluation will be done on the employee's performance after the first 30 days and then on an annual basis.

*Revised 1/19/01*