

NEW BEGINNINGS HIGH SCHOOL POSITION DESCRIPTION

Title: Bus Driver Lead

Reports to: Director of Customer Service

Company Overview

New Beginnings High School (NBHS) is an innovative organization, transforming education through academic and social support services. Our mission is to create the best educational environment for students who are seeking a new beginning. We embrace a customer service philosophy with our students, who attend NBHS by choice. New Beginnings High Schools offer both virtual and brick and mortar options for students.

Position Summary

The Bus Driver Lead at New Beginnings High School contributes to the mission and vision by ensuring customers get to and from school in a safe and timely manner. Attendance is necessary for customers to reach their goals.

Key Responsibilities

- Provide excellent customer service to internal and external customers.
- Oversee daily pre and post checklists of all buses.
- Monitor operating conditions of all buses.
- Train new bus drivers on the operations and daily inspection of the buses including how to complete all points on the daily inspection form.
- Complete bus driver supervisor training.
- Audit records and files.
- Conduct bi-annual evaluations of bus drivers and provide feedback.
- Oversee the maintenance of the buses and identify potential issues.
- Oversee NBHS transportation (including buses and cars).
- Request/schedule maintenance and verify that all services are completed in an effective and efficient manner.
- Plan and schedule bus driver training program in compliance with State laws including classroom, behind-the-wheel, in-service meetings, emergency evacuation plans and others.
- Assist in developing and maintaining school bus safety, accident prevention, and investigation programs.
- Prepare reports and maintain related records and files.
- Instruct others in district-wide transportation protocol and procedures.
- Assist in investigating accidents and completing required reports; make recommendations for repeat training.
- Supervise assigned staff; conduct road evaluations for drivers; participate in the interviewing and selecting of new employees; supervise the assignment and assist in the evaluations of substitute, probationary, and assigned regular drivers.
- Plan and evaluate bus routes and stops; determine shortest, safest route and appropriate locations for pickups; modify route as appropriate.

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- Communicate with staff, administration and the public regarding transportation operations and concerns; resolve problems related to walking distances, stops, routes and others.
- Maintain and coordinate mandatory inspections of district-wide vehicles; keep accurate records of necessary maintenance and inspections as appropriate.
- Assist in the investigation of accidents and complete required reports.
- Provide information to bus driver applicants related to the proper procedures for procuring school bus driver certificates.
- Operate fleet (i.e., buses and cars)
- Develop and maintain school bus safety procedure, accident prevention, and investigation programs.
- Analyze problems to ensure that the most cost-effective approach is considered.
- Perform dispatching duties as necessary.
- Perform other duties as assigned Provide excellent customer service to internal and external customers.
- Support NBHS by attending community service and outreach activities throughout the year
- Provide excellent customer service to internal and external customers
- Make home visits as needed
- Assist with sanitizing all campus common areas, and cleaning restrooms
- Reinforce social distancing by all customers, NBHS staff, and visitors
- Ensure that all visitors are following CDC and NBHS guidelines of wearing a facial covering
- Perform other duties as assigned
- Supports all NBHS staff and customers in both face to face and virtual settings

Minimum Qualifications

Requirements

- High School diploma or equivalent
- Must possess a valid Florida Commercial Driver's License (CDL)
- Knowledge of general bus maintenance
- Knowledge of basic documentation procedures to complete reports
- Background check and fingerprinting clearance
- Valid Florida driver's license, reliable transportation, and valid automobile insurance

The Bus Driver Lead must demonstrate commitment to the mission and vision of New Beginnings High School in the transportation of students through:

- Adherence to and enforcement of school policies and administrative regulations
- Excellent performance resulting in quality outcomes and internal and external customer satisfaction
- Continuous personal and professional development
- Positive interpersonal relationships with colleagues and customers
- Continuously improve performance through acceptance of evaluation objectives

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Key Competencies

- Adapt to changing work priorities
- Exhibit tact and patience
- Perform duties accurately and efficiently
- Work both independently and as a team member with other individuals and organizations
- Set high expectations, contributing positively to NBHS culture

Working Conditions

Environment

Requires working indoors and outdoors. Requires sitting, standing, walking, bending, stooping, and climbing. This is a 12 month non exempt position that may require travel.

Physical Requirements

Generally the job requires 40% sitting, 20% walking and 40% standing. Driving a school bus, sitting, standing, walking, stooping and climbing. The ability to lift, carry, move and/or position objects infrequently weighing up to 50 pounds.

Health and Safety

Personal Protective Equipment (face masks, face shields, gloves, etc.) will be required for all New Beginnings High School staff to reduce the risk of transmission of any virus such as COVID-19 and better ensure the health, safety, and well-being of all students, staff, and faculty.

Incumbents may be required to perform any combination of the tasks detailed in this document. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the major job elements.

The New Beginnings High School, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.

Employee Name (print) _____

Employee Signature _____

Date _____

Direct Supervisor / Principal (print) _____

Direct Supervisor / Principal Signature _____

Date _____