



## JOB OPPORTUNITY

**Position:** Activity Bus Driver

**Reports to:** Transportation Department

**Employment Type:** Part Time

**Pay Rate:** \$10.00

### **Position Summary**

- Transport students to and from a variety of school sites and activities

### **Required Education, Experience & Qualifications**

- High School education or equivalent
- A valid and appropriate Commercial Driver's License (CDL) with State of New Mexico Certification to drive a school bus
- Two or more years experience as a bus driver preferred
- Satisfactory completion FBI background check

### **Job Responsibilities & Duties**

- Drive a school bus safely in accordance with all applicable Federal and New Mexico State Laws
- Follow time schedules
- Oversee the loading and unloading of students, releasing students to authorized individuals
- Maintain order and proper discipline of passengers; resolving disputes, documents and reports severe disciplinary cases
- Conduct daily safety and operational inspection and paperwork of assigned vehicle
- Maintain a variety of records and reports including but not limited to mileage, routing, and time schedules as required
- Attend meetings, programs, and in-service training as assigned
- Maintain current required licenses and certificates
- Performs other related duties as assigned

