



THE POTTER'S HOUSE JOB DESCRIPTION

Position Title:	SCHOOL BUS DRIVER
Reports to:	Transportation Supervisor
Department:	Transportation
Hours:	As needed up to 40 hours/week
Exempt/Non-Exempt:	Non-Exempt
Salary/Hourly:	Hourly
Benefits:	As offered per personnel policies
Position Category:	Bus Driver
Position Calendar:	School Year Calendar

Qualifications Required

1. Personal relationship with Jesus Christ and committed to Christ-centered education.
2. Regular worshipping member of an orthodox Christian church,
3. Committed to the mission of The Potter's House School,
4. CDL B Certification with School Bus, Passenger stamp, and air brakes certification,
5. Current year MDOT medical certification for CDL drivers,
6. Regular current State of MI training updates and certification requirements (or obtain such certification),
7. Have general computer skills, enter data, and establish Bus Schedule document,
8. Be willing to be trained in The Potter's House transportation protocol,
9. Capacity to work in a diverse social context.

Primary Job Responsibilities:

1. No route driving, only sport events, and field trips.
2. Communicate with Supervisor, general availability to drive bus,
3. Drive assigned events as scheduled,
4. Notify Scheduler in advance of any personal conflicts or unavailability,
5. Call Scheduler by 6:00 a.m., of any illness or absence
6. Notify Scheduler as soon as necessary of any personal conflict with the assignments on the schedule,
7. Find a substitute driver if you want to be excused from an assignment if 2 weeks or less before assignment,
8. Pre-trip your bus 15 minutes before departure. Fill out the Pre-Trip form in the on-board notebook.

9. Keep your assigned bus fuel tank at or above 3/4 tank within the scheduled time. Fueling is at Purity and their hours are weekdays between 7:30 am and 5:00 pm. Inform Supervisor if you are unable to refuel bus within your scheduled time and Purity hours.
10. Check for left behind children, de-trash, and clean floors after returning from an event. Put trash bag into school dumpster when full. Close all windows and doors when leaving the bus. Maintain a clean bus.
11. Report any minor repairs needed, low fluids etc. to Supervisor or Maintenance Overseer.
12. Report any behavioral issues to Supervisor as timely as possible.
13. Do not leave buses running more than 5 minutes while waiting for students to load.
14. Notify Supervisor of any points received for driving infractions or if you fail the MDOT medical certification.
15. Receive and follow training provided for filling out time sheet. Rounding up to the nearest 15-minute mark.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This Job Description has been reviewed for accuracy by administration and HR and is compliant with EEOC and ADA requirements.

To apply, please send your **application** to: The Potter's House; Attn: Sandy Gardner; 810 VanRaalte Dr SW, Grand Rapids, MI 49509; or email noting the position in the subject line to sgardner@tphgr.org.