



## **Bus Driver**

**Summary:** Mississippi Children's Museum (MCM) is dedicated to the safety of transporting children and ensuring they arrive at MCM safely and on time. The Bus Driver position is responsible for safely transporting children to MCM from Jackson Public Schools (JPS) each afternoon with assistance from MCM Staff riders. This is a part-time position which requires excellent driving skills, interest in the care of children, customer service, and professionalism.

### **Responsibilities:**

- Provides safe and reliable transportation service by operating a school bus with a fixed or changing route.
- Provides excellent customer service including, but not limited to, assisting in the boarding and disembarking of students, supplying information, and responding appropriately in the event of emergency.
- Reports to work on time and maintains route on time but in a safe manner.
- Physically assists passengers in evacuation of the vehicle in case of an emergency.
- Immediately reports any accident or incident to MCM leadership.
- Follows MCM policy regarding student and/or passenger management.
- Informs all appropriate MCM Staff of problems/procedures.
- Presents a neat and professional appearance at all times.
- Maintains a cooperative attitude with fellow employees, supervisors, customers, and passengers while always promoting MCM goodwill.
- Safely and efficiently utilizes vehicle equipment, radios and emergency equipment.
- Ensures safe and clean vehicle condition at the start and end of each shift.
- Employing all defensive driving techniques to minimize risk.
- Focuses on safety to reduce the opportunity for injury to self or other employees.

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- Ability to navigate the service area through use of maps and knowledge of service area.
- Other duties as assigned.

**Qualifications:**

- Maintains a Commercial Driver's License (CDL) with Airbrake Endorsement and Passenger Endorsement.
- Must be at least 25 years of age.
- Must possess, or be able to obtain, all valid applicable state license and other required certifications to operate school bus type vehicles.
- Must meet physical and medical requirements and pass substance abuse screening; as a safety-sensitive employee, will be subject to random substance abuse screening under MCM policy.
- Practices defensive driving and avoid vehicular and industrial accidents by practicing safe driving and work habits.
- Possess excellent communication and decision-making skills.
- Previous experience working with children or in childcare settings is highly desirable.

**Physical Requirements:**

- Must be able to sit for long periods of time.
- Must have use of hands to handle, control, or feel objects, or controls.
- Must be able to determine the distance between objects.
- Must be able to react quickly using hands, fingers or feet.
- Must be able to hear sounds and recognize the difference between them.

**Hours:**

- Must be able to work Monday through Friday, 1:45 PM to 4:15 PM, following the JPS school calendar. There will be a few early dismissal days throughout the school year. Other driving needs may arise with notice.

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