

## Job Description

Position: Head Bus Driver

Supervisor: Executive Director

Summary: The Head Bus Driver will assist the Executive Director and the Principal's at Champion Christian School in assuring that all of the policies and procedures of the bussing service at the Center are carried out. The Head Driver will carry out the directions of the administrative team at the Center relating to the daily transportation of students, and the coordination of the Center's use of vehicles, and assure that bus drivers are carrying out their individual responsibilities as outlined in the job descriptions. The Head Driver will assure that the drivers and overall bussing services will be characterized by a Christian Atmosphere (2 Timothy 2:1f; Deuteronomy 11:18-21)

### I. Qualifications:

- A. The Head Bus Driver will meet all the qualifications outlined in the Bus Driver Job Description.
- B. The Head Driver will possess the attitude of Servant Leadership modeling a cheerful character in carrying out his/her duties.
- C. The Head Driver will possess good communications skills.
- D. The Head Driver will possess good management skills.

### II. Responsibilities:

- A. The Head Driver shall take responsibility of facilitating communication between the administration and the drivers.
- E. The Head Driver shall manage the scheduling of drivers for the various routes contracted with by Champion Christian School.
- F. The Head Driver will coordinate the scheduling and delivery of vans to all Center personnel for Center uses.
- D. As an Agent of the Center, the Head Driver will act in a fashion that glorifies Christ and represents the Center positively in the community.
- E. The Head Driver will supervise the Bus Drivers and assure that they are carrying out their roles appropriately, communicating with the Administration of the Center when they do not. This relates specifically to communications skills, maintenance of vehicles, daily scheduling, and safety issues.

### III. Evaluation:

The Head Driver will undergo an annual evaluation at the same time as his/her bus evaluation. However, these responsibilities will be evaluated separately from the driving responsibilities.

Adopted: July 15, 1997

Revised: November 6, 2000