



Position: Lead Bus Driver

The New Kent County Public School division is seeking a highly motivated, well-organized professional employee in the Transportation Department.

Application Procedure: Apply on-line

<https://www.applitrack.com/newkent/onlineapp/application.aspx?starting=true>

Description: Performs intermediate administrative support work and scheduling for drivers activity, sports and all trips providing a variety of administrative assistant duties and clerical support in an office environment, and related work as apparent or assigned. Work is performed under the moderate supervision of the Director of Transportation. **This job requires a CDL and the employee must maintain a good driving record at all times. Negative points are not permissible.**

Position Hours: Split Shift- 6:00 a.m.-10:00 a.m. then 1:00 p.m. - 5:00 p.m.

Scale: Technical Scale: Step 0-Step 5 \$25,872.00 - \$27,872.00

Terms of Employment: Full Time; 200 Days/10 Month

Position Number: 320710-044-000

FSLA Status: Non-Exempt

Reports To: Transportation Director

Qualifications: The individual has a minimum of three years of experience in school bus operation with a valid CDL is required; has the ability to plan, organize, create routes, and is able to work in a fast paced stressful environment; and must hold a valid operator's license with proper endorsements to operate a school bus in the state of Virginia. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Job Duties/Essential Functions

- Performs the duties of a driver in all makes and models with or without climate control.
- Dispatches daily to drivers any information needed regarding their students or route
- Answers phones and dispatches drivers
- Processes incoming and outgoing mail
- Assists with reviewing the routes established by the Director of Transportation
- Receives calls from drivers and assistants; Secures substitutes
- Prioritizes and assists with driver concerns before they are brought to the Director
- Notifies schools of late buses during the morning routes
- Assists with transportation reporting on an as needed basis
- Provides clerical support to the Director of Transportation
- Assists with maintaining all driver/ staff personnel updated information
- Schedules meetings with the Director of Transportation

- Types letters, memos, reports, bulletins, requisitions, invoices, schedules, manuals, records, etc.
- Composes and types letters and memoranda in conformance with school policies and from brief instructions
- Assists with field and athletic trip driver assignments
- Communicates with schools and outside agencies on transportation related issues.
- Communicates effectively and professionally with the public, school staff, parents and personnel from other departments.
- Coordinates all activities related to computer routing and student bus assignments.
- Will fill in as a substitute bus driver on an as needed basis.
- Performs other related tasks as required

New Kent County Public Schools will conduct a background investigation (fingerprinting) of the individual recommended to fill this vacancy.

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