

# Gilmer Christian Learning Center

## Position Description

### Bus Driver

#### **Overview:**

The CLC bus driver shall be a dedicated follower of Christ that has a desire to reach the students of Gilmer County and fulfill the mission of the Gilmer Christian Learning Center by safely transporting the students to and from the CLC so that the students can attend classes at the CLC building. All CLC staff is directly responsible to the Executive Director.

#### **Job description:**

The CLC bus driver will be considered an hourly position. This person will work according to the Gilmer County Charter School System Calendar whose normal hours will run from 8:30 to 2:45 on days when students are in the building. This person will drive specifically for our Clear Creek CLC campus. Driving for the main campus CLC bus may be required at different times during the year including but not limited to the first nine weeks of school. Those hours are 7:30-2:45 on days when the CCMS/CLC is not meeting. Driving the bus will be the primary job of our CLC bus driver, however, cleaning the main CLC will also be part of the job requirements. This cleaning includes: Vacuuming the lobby and offices, dusting, keeping the kitchen clean, and cleaning the 2 bathrooms. This cleaning should be completed during the school day during the time when students are not being picked up or dropped off.

#### **Position Summary:**

The bus driver shall function as the leader on the bus and authority over the students. The driver shall maintain control over the students and provide a safe, calm environment for the students as they ride to and from CLC.

#### **Spiritual/Personal Requirements:**

**The GCLC hires to its mission. In order to further the mission of the CLC, all employees must:**

- Be deeply committed to a consistent walk with Jesus Christ.
- Spend time daily in personal devotions and prayer.
- Show in his/her life the joy of the Christian life.
- Follow the Matthew 18 Principle in dealing with students, parents, staff, board members, volunteers, and members of the Gilmer County School System, or anyone else associated with CLC.

- Demonstrate a strong passion to uphold the Vision, Mission, Statement of Faith, and Beliefs of the Gilmer Christian Learning Center.
- Possess the ability to work gracefully with students, CLC staff, CLC board members, and the Gilmer County School System to develop a unified and successful ministry.
- Demonstrate the ability to accept and carry out responsibilities and make competent, professional decisions.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and in agreement with ministry policy.
- Must faithfully attend a church whose fundamental beliefs are in agreement with the Statement of Faith of the Gilmer Christian Learning Center.
- Respectfully submit and be loyal to constituted authority. Shall notify the director of any policy if he/she is unable to support.
- Must be in good standing with the Gilmer County School System

**Physical Requirement:**

- Display a strong work ethic and self-motivated.
- Must be able to move about inside and outside of building and on the grounds of CLC and connecting Gilmer County School grounds frequently.
- Effective multi-tasking and time management skills
- Possible exposure to a variety of childhood and adult diseases and illnesses.
- Staff must be able to quickly summon help when an emergency arises whether in the classroom, on the bus, or outside.
- Maintain a good relationship with the GCCSS.

**Responsibilities Include:**

- Maintain a CDL license with a passenger endorsement in order to operate the bus and transport students.
- Keep up with class change time and make sure that the students arrive to GHS/ CCMS at the correct time and are not late or early. Work with each school to get this time correct
- Keep up with each schedule: Regular, Advisement, Pep-Rally, Testing, etc.
- Take students back to school as needed/pick students up and bring to CLC if late as needed.
- Drive alternative vehicles (Van etc) if needed
- Inform Director of issues with personal license
- Keep director informed of issues with bus/van- If possible fix the problem. If not, inform the director immediately.
- Keep gas/diesel in all vehicles: both bus/van

- Make sure windows are closed on vehicle at end of day.
- Make sure vehicle is plugged in at the end of the day.
- Keep vehicle clean on the inside- free from trash, windows clean, swept out, seats kept clean, etc.
- Make sure oil and other fluids are changed as needed (inform director when fluids need changing)
- Inform director when tires need to be rotated, changed etc.
- Keep student records up to date on each vehicle/ Make sure records are changed each semester.
- Make sure vehicle registration is current on vehicle (Check with director)
- Make sure insurance is current in vehicle
- Make sure a current copy of your license in on file at CLC
- Make sure a medical box/bag is on each vehicle
- Keep up with a daily time sheet
- If there is any problem or issues with any vehicle
- Cleaning responsibilities: Vacuum weekly, dust weekly, bathrooms weekly. Kitchen as needed.

Make sure students are welcomed.

Keep in mind that our work is for Him: “Wherefore we labour, that, whether absent or present, we may be accepted of Him.” (2 Cor. 5:9) We should agree leading, teaching, or working in this school ministry is a privilege. Remember that we stand before our students, their parents, and community representing our Lord. Our walk, attitude, fellowship with God, spiritual life, and willingness to improve have a direct impact on whether our students and parents understand the Gospel message or go away confused and discouraged.

This is a ministry position. This job description outlines the primary work of the bus driver. These duties will require daily attention. Other duties may be assigned by the director as the need arises.