

**MOC-FLOYD VALLEY COMMUNITY SCHOOLS**  
**Assistant Transportation Director/Bus Driver**

1. Assist the transportation director in developing and administering the transportation program to meet all the requirements of the daily instructional program and extracurricular activities.
2. Drive a regular bus route as well as other needed driving during the scheduled day.
3. Assist in maintaining all district-owned equipment and develop plans for preventive maintenance.
4. Maintain safety standards in conformance with state and insurance regulations.
5. Cooperate with school principals and others responsible for planning special school trips.
6. Serve as a resource for drivers and principals for discipline problems on the school buses.
7. Act as liaison with parents for complaints and special requests.
8. Work with the transportation director and administrators to ensure that all state laws and regulations regarding school transportation are met.
9. When needed, advise superintendent on road hazards for decision on school closing during inclement weather.
10. Assist in the diagnosing, assigning and repairing of district automotive equipment.
11. Promote high standards of safety and good housekeeping methods in all work-connected areas and for all of the school buses.
12. Demonstrate organization and professionalism in fulfilling the responsibilities of the job.
13. Greet all students, faculty, staff and visitors courteously.
14. Maintain a positive rapport with students, staff, parents and community.
15. Cooperate with and work in a courteous manner with co-workers and other personnel.
16. Dress appropriately for the position and work required.
17. Demonstrate a positive attitude toward school, students and job and communicate the same to the community.
18. Accept constructive criticism and suggestions and seek to improve each performance responsibility.
19. Maintain confidentiality in the school operation.
20. Adhere to applicable state and federal laws, rules and regulations, board policies and administrative rules.