

Job Description Driver Assistant

Job description: JD23006

Revision date: 20 December 2023

Department: Operations

Reports to: Program Administrator / Program Coordinator

FLSA status: Driver Assistant; non-compensated

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Approved by: Winston Greer, Executive Secretary

SUMMARY

The Driver Assistant is responsible for the functional operation, other than driving, of transporting students to and from classes. Driver Assistants are responsible for ensuring only authorized students board the bus when they are picked up at the school, and that students re-board the same bus for the return to school. The Driver Assistant also checks to ensure that no student belongings have been left on the bus after students unload each trip. The Driver Assistant's function is to take responsibility of operational activities and to maintain order on each bus trip, so that the Driver can drive without distraction or concern for the orderly boarding, transport, and unloading of students.

REFERENCE DOCUMENTS

1. School Ministries, Inc. Statement of Belief
2. School Ministries Alabama Child Protection Policies

ESSENTIAL RESPONSIBILITIES & DUTIES

1. A Driver Assistant should commit to serve the program class for a full semester. This will typically involve approximately 18 weeks of classes with approximately three hours required for each class.
2. Driver Assistants must inform the Class Administrator in advance and as soon as possible if they will be absent or tardy to any class meetings.

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3. The Driver Assistant should arrive 20-30 minutes prior to the scheduled starting time for the class to allow sufficient time for bus inspection and coordinating the bus student roster with the Class Administrator. Driver Assistants should be prepared to stay 15-20 minutes after class, to ensure the bus is inspected and cleared of students and any overlooked student personal items.
4. PHOTOGRAPHS AND VIDEOS OF STUDENTS ON THE BUS OR IN CLASS SETTINGS ARE STRICTLY PROHIBITED WITHOUT PRIOR CLASS ADMINISTRATOR PERMISSION.
5. Driver Assistants must ensure a first aid kit and fire extinguisher are on the bus and fit for use.
6. Class Administrators should direct any questions or concerns to the Program Administrator / Program Coordinator.

QUALIFICATIONS

1. A clear multi-state background criminal check and agreement to abide by School Ministries Alabama Student Protection Policies.
2. Affirmation of the School Ministries, Inc., Statement of Belief accompanied by a Christian and Biblical worldview and practice; we suggest attendance at an evangelical Christian church.
3. Ability to communicate with clarity the Biblical message to students, peers, and the community at large.
4. Organizational and operational abilities necessary to manage records documentation of student bus passengers, and maintain order during transport.

PHYSICAL DEMANDS

1. 20/20 vision (correctable).
2. Able to lift fifteen (15) pounds.
3. Able to collect and maintain written and electronic records and communicate effectively.
4. Able to personally attend assigned classes and meetings.