



## Maplewood Richmond Heights School District

2650 South Hanley Road Suite #300  
St. Louis, MO 63144  
(314)644-4400 Fax: (314)781-3160

### Part Time Bus Driver

**Supervisor:** Director of Operations

**Primary Responsibilities:** Transportation of students between assigned pick-up locations and school or school-sponsored activities. Ability to effectively communicate in a positive and professional manner throughout the workday.

#### **Qualifications/Experience: Qualifications & Education:**

- Knowledge of safe driving practices
- Ability to read and follow instructions and route information
- Good communication skills with co-workers and public
- Operate school bus
- Physical ability to exert 50-150 lbs. of force
- Must be able to tolerate variable exposure to temperature ranges inside and outside of buildings.
- Commercial Driver's License and Missouri School Bus Permit
- Must be able to pass an FBI background check
- High School diploma or G.E.D., and related job experience

#### **Essential Duties:**

- Immediately reports any vandalism or other damage to school property to his/her superior
- Provide a safe and controlled environment in transporting students on the district buses
- Complies with District Policies
- Maintain clean vehicle driving record
- Perform daily safety checks (pre-trip inspection & post-trip inspection) for cleanliness, safety equipment, proper mechanical functions, and adequate fuel levels.
- Provide daily routes for students and extracurricular routes
- Report any maintenance/performance concerns of district vehicles
- Work collaboratively with school personnel for student behavior management
- Perform safety drills with students and staff as needed

- Check for sleeping children vandalism, cleanliness, and lost articles
- Regular attendance is required to provide consistent support for the district's student transportation assignment
- Maintain proper licensing for CDL Class B with P & S endorsements
- Assist and secure students entering and exiting the vehicle
- Operate two-way radio or similar device
- Other duties as assigned

**Terms of Employment:** Part-time, Ten-month employee

Any qualified person who would like to be considered as a candidate for this position should apply online at: <https://mrhsd.tedk12.com/hire/index.aspx>

### **Notice of Non-Discrimination**

The Maplewood Richmond Heights School District is committed to maintaining an educational and workplace environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service.

In its programs and activities, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law and as required as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

The following person is designated and authorized as the District's Non-Discrimination and Title IX Coordinator to coordinate compliance with the laws identified above, including to handle inquiries or complaints regarding the District's non-discrimination policies:

Dr. Shonda Ambers-Phillips, Assistant Superintendent of HR and DEI 2650 S Hanley Road Suite 300 St. Louis, MO 63144 314-644-4400 shonda.ambers-phillips@mrhschools.net

For information regarding how to report or file a claim of discrimination, harassment, or retaliation, see Board of Education Policy AC. Policy and Regulation AC shall govern the grievance procedures, process, and response for complaints and concerns by parents,

patrons, employees, or students of the District related to discrimination, harassment, or retaliation on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law.

Inquiries or concerns regarding civil rights compliance by school districts should be directed to the local school district's Non-Discrimination and Title IX Coordinator. Inquiries and complaints may also be directed to the Kansas City Office, Office for Civil Rights, US Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; (816) 268-0550; TDD (877) 521-2172.

**Posting: 11/16/23**

**\*MRH School District reserves the right to close any job posting when a suitable applicant has been found before the deadline date.**