



214 South Love Lovington, NM 88260
575.396.2884

PART TIME SCHOOL BUS DRIVER

Position Description

Department:	Youth Center
Pay:	\$21/hr
Hours/week:	20-25 hrs/week
Type of Position:	Part-time/Non-exempt/Hourly

Reports to (title):	Youth Center Director
Effective Date:	April 22, 2015
Revised Date:	March 7, 2025

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the City of Lovington are expected to conform to the following:

- Uphold all principles of confidentiality and respect of all colleagues to the fullest extent.
- Adhere to all professional and ethical behavior standards inherent to the Public Sector.
- Interact in an honest, trustworthy and dependable manner with all citizens and employees of the City of Lovington.
- Possess cultural awareness and sensitivity.
- Maintain a current, insurable New Mexico driver's license.

POSITION PURPOSE

The purpose of this position is to transport students from designated route(s) and to ensure the safety of the student passengers while driving a school transport vehicle.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Safely operate a school bus or similar vehicle to transport school age children and young adults with prescribed route(s) in accordance with time schools and designated schools for student pick up and drop off schedules to Lovington Youth Center after school care programs
- Ensure the safety and well-being of all students on board during transportation
- Adhere to all traffic laws and safety regulations while driving
- Maintain a clean and organized vehicle interior
- Maintain current knowledge of New Mexico vehicle code and the education code as it applies to the operation of vehicles in the transportation of school children
- Communicate effectively with school staff, chaperones and Youth Center staff to coordinate schedules

QUALIFICATIONS/SKILLS

- | | |
|--|---|
| Preferred Experience | <ul style="list-style-type: none"> • Previous experience with school age children highly desired • CDL licensing with school bus and passenger endorsement highly desired (Training provided) • Previous bus driver experience highly desired |
| Education: | <ul style="list-style-type: none"> • High School Diploma or GED |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"> • Successful clearance of a drug screen and criminal background check • Valid NM driver's licence with a clean driving record • Strong interpersonal skills with the ability to relate well to adults and children • Professional and friendly demeanor • Knowledge of basic first aid procedures • Ability to exercise good judgment and extreme caution while driving • Ability to drive a school bus safely and efficient with designated routes |

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WORK ENVIRONMENT

- Work environment:** The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Candidate will work both inside and outside in all weather conditions and with potential hazards including exposure to sun, wind, rain, snow, dust, and traffic. All of the previously described outside conditions will also be performed while driving a transport vehicle.
- Physical demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of driving or riding in a transport vehicle. Specific vision abilities required by this job include CDL requirements to include reading, distance, and color vision.
- Mental demands:** There are a number of deadlines associated with this position. The employee must also successfully manage drive times and pick up times to ensure safety of school age children and young adults. Must be able to interact with a wide variety of people on various and, at times, complicated scheduling issues.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

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REVIEWED BY		<i>TITLE</i>	
APPROVED BY		<i>TITLE</i>	
DATE POSTED		<i>DATE HIRED</i>	

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ACKNOWLEDGMENT

I have reviewed the content of the **PARKS & RECREATION GENERAL MAINTENANCE** position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

Employee (printed name)

Employee (signature)

Date