

**LOUISIANA SCHOOL FOR THE VISUALLY IMPAIRED/DEAF  
POST OFFICE BOX 3074 - 2888 BRIGHTSIDE DRIVE  
BATON ROUGE, LOUISIANA 70821**

**JOB VACANCY  
POSTED: 01/08/2010**

<b>JOB TITLE</b> Bus Driver	<b>AGENCY</b> LSVI
<b>CITY:</b> Baton Rouge	<b>PARISH</b> East Baton Rouge
<b>JOB CODE:</b>	<b>PAY LEVEL:</b>
<b>AGENCY TRACKING #:</b> LSVI/LSD2010/02 <b>ANNOUNCEMENT #:</b>	<b>MINIMUM HOURLY:</b> \$15.00 <b>MAXIMUM BI-WEEKLY:</b> \$
<b>Series/Card</b> <b>Min Score</b>	<b>Occupational Group:</b>
<b>TYPE OF VACANCY:</b> <b>Unclassified</b>	
<b>DEADLINE: 01/22/2010</b> <b>DEADLINE:</b>	
<b>HOW TO APPLY:</b> Preference may be given in applicants with Braille and/or signing skills. Applications for this position will be accepted online by clicking the "apply link" located on the Civil Service web site under Job Seekers at <a href="http://www.civilservice.la.gov">www.civilservice.la.gov</a> . For more information you can contact the Human Resource Department of the LA School for the Visually Impaired/LA School for the Deaf located at: 2888 Brightside Lane Baton Rouge, LA 70821 email address for this position is: <a href="mailto:sross@lalsd.org">sross@lalsd.org</a> and please reference the job title in the subject box of the email.	
<b>MINIMUM QUALIFICATION REQUIREMENTS:</b> Possession of a valid Louisiana commercial driver's license plus two years of experience in the operation of buses or conventional tractor-trailer type trucks.  <a href="#">This is an unclassified position with no benefits. Employees are paid for time worked.</a>	
<b>NECESSARY SPECIAL REQUIREMENTS:</b>  <b>THIS POSITION REQUIRES A VALID LOUISIANA COMMERCIAL DRIVERS LICENSE-SCHOOL (C.D.L.-S)</b>  <b>POTENTIAL EMPLOYEES MUST PASS DRUG SCREENING AND CRIMINAL BACKGROUND CHECK.</b>	
<b>GENERAL INFORMATION</b>	
The Immigration Reform and Control Act of 1986 requires all employees hired after November 6, 1986, to provide proof of identity (i.e. driver's license) and eligibility to work in the United States (i.e. original social security card or birth certificate). In compliance with the Child Protection Act of 1987, all employees hired after September 30, 1987, must clear a criminal history check. In compliance with Executive Order 98-38 and R.S. 49:1001 et seq., prospective employees must clear a drug screen test to be considered for employment.	
<b>The Louisiana School for the Visually Impaired/Deaf does not discriminate on the basis of age, sex, race, handicap, religion, veteran's status, or national origin in its employment practices and access to its programs.</b>	

**Duties & Responsibilities:**

This position performs all duties and functions of a Bus Driver. By operating and providing transportation and maintenance task for the school. This position operates 24 hours per day 7 days a week. The incumbent of this position is to be considered as an essential employee; he/she is required to work during school closures. Holidays, and emergencies as needed. Supervision received from supervisor and higher-level administrative personnel.

85% Performs daily morning and evening transportation route for students in EBR and surrounding parishes attending LSVI, and drives for various student outings as instructed by the Director.

Transports patients, students, workers or other persons between home, institutions, doctor appointments, hospitals, and on trips between-points on and/or off institution or agency grounds.

Oversees and assists with loading and unloading of students and/or equipment from vehicles if required.

Acts as a liaison between parents, students, and school personnel concerning transportation schedules.

Assigns students to specific cars, vans, and/or buses for transportation to and from home in the EBR area, and surrounding parishes for daily and weekend transportation.

Operates buses with over 25-passenger as schedule requires.

Transports students from EBR and surrounding parishes when these school systems are closed and LSVI is in session

Monitors the behavior of students while they are on board the bus/vans; and as they load and unload the bus/vans. Check the bus/vans threw out after each load.

Maintains vehicle records of trips made (mileage, safety inspections, oil and gas consumption, etc.).

Performs user maintenance necessary to keep equipment in clean, good working order and make sure they meet state requirements.

Abides by all traffic regulations and laws.

10 % Work and perform duties in the dorm as a Residential Advisor when transportation duties are not needed.

5% Keeps up to date with school policies and procedures and ensure they are adhered to. Attend school  
Provided in-service training and safety meetings

Any other duties as assigned

NOTE:

Required to possess a commercial driver's license (CDL) with school bus endorsement (S endorsement).

Special Requirements:

Employee will be required to work a flex schedule to provide transportation during daytime and evening activities.

Maybe required to drive on weekends.