

Substitute Bus Driver

Purpose Statement

The job of Substitute Bus Driver is done for the purpose/s of filling in for regular drivers; transporting students over scheduled routes; ensuring vehicle operation is in safe operating condition; and ensuring safety of students during transport, loading and unloading from buses.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Transportation Supervisor

Essential Functions

- Advises students and other passengers of appropriate behavior for the purpose of reinforcing regulations and maintaining passenger safety.
- Assesses incidents, complaints, accidents and/or potential emergency situations (e.g. road hazards, medical emergencies, accidents, etc.) for the purpose of resolving and/or recommending a resolution to the situation.
- Assists students and other passengers (e.g. wheel chair bound students, students with special needs, etc.) for the purpose of providing safe loading and unloading from buses including both normal transport and emergency situations.
- Cleans assigned vehicles (e.g. sweeps floors, removes garbage, checks for vandalism, etc.) for the purpose of ensuring safety, appearance, and sanitation of vehicle.
- Drives school bus/s for the purpose of transporting passengers over scheduled routes to and from school and/or field trips in a safe and timely manner.
- Fuels assigned vehicle (e.g. water, fuel, etc.) for the purpose of maintaining vehicle in a safe operating condition.
- Informs other school personnel, parents, etc. of events and/or practices (e.g. scheduled stops, established routes, route conditions, etc.) for the purpose of advising them of issues that may require action.
- Learns a variety of routes for the purpose of transporting students safely to and from school in an efficient manor.
- Monitors students and other passengers during transit for the purpose of ensuring the safe transportation of all passengers.
- Participates in meetings, in-service training's, workshops, etc. as required for the purpose of conveying and/or gathering information required to perform job functions.
- Performs pre-trip and post-trip inspections (e.g. fluid levels, tire pressure, exterior condition, etc.) for the purpose of ensuring the safe operating condition of the vehicle and complying with mandated guidelines.
- Prepares documents and reports (e.g. incident reports, employee time sheets, inspections records, passenger misconduct, mileage logs, student counts, Zonar, routing information, etc.) for the purpose of documenting activities, providing written reference, conveying information, and/or complying with established guidelines.

- Reports observations and/or incidents (e.g. Discipline Levels 1, 2, 3, and 4 accidents, inappropriate social behavior, etc.) for the purpose of communicating information to appropriate personnel for their action.
- Responds to inquiries from students, parents, and/or staff for the purpose of providing the necessary information regarding transportation services.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in transportation.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; and meeting deadlines and schedules. Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 30% walking, and 0% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience is required.

Education High school diploma or equivalent.

Equivalency .

Required Testing

Alcohol and Drug Test

Certificates

Valid "S" Driver's License

Pre-employment Proficiency Test

Bus Driver's Certificate
CPR/First Aid Certificate

Continuing Educ./Training

Agility Test, Five Year 30 hr. training, CDL, Physical

Clearances

Criminal Justice Fingerprint/Background
Clearance

FLSA Status

Non Exempt

Approval Date

Salary Range

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