

SUBSTITUTE BUS DRIVER

REPORTS TO: Transportation Supervisor

ESSENTIAL FUNCTIONS:

Drives school bus or transportation vehicle over assigned route in accordance with time schedule.

Boards and discharges student passengers in a safe and orderly manner.

Transports students, staff, and chaperones on field trips, athletic activities, and other special trips.

Enforces District policies and procedures related to transportation and maintains discipline on buses.

Prepares student discipline citations as needed.

Prepares daily reports of mileage, time, and student loads.

Maintains bus cleanliness on a daily basis, including washing, as needed.

Performs minor bus maintenance checks and reports maintenance needs.

Renders first aid or emergency assistance as needed.

May transport other materials in District vehicles.

Services buses with gas and oil and checks tires, battery, and belts.

Maintains good order among students on buses, following District policies regarding discipline of children and contact with parents and other citizens.

Instructs students and others on proper bus behavior and emergency procedures.

During times buses are not in use, may be assigned to general maintenance and cleanup activities in the transportation department.

Ensures compliance with applicable provisions of state motor vehicle code and education code, as related to bus driving and transporting students.

Only minimum duties are listed. Other functions may be required as given or assigned.

QUALIFICATIONS:

Work history demonstrating dependability and reliability; good driving record; high school diploma or equivalent; or any combination of training and experience likely to provide the desired knowledge and abilities.

Possession of valid Montana commercial driver's license, accompanied by satisfactory medical examination report, Passenger, air brakes, general knowledge and bus endorsements.

Holds valid basic First Aid certificate.

Holds valid TR-35 Form.

PERFORMANCE RESPONSIBILITIES:

Obey all traffic laws.

Knowledge of safe driving practices.

Knowledge of geography of the School District and other districts served.

Operate school bus, exercising good judgment and extreme caution.

Drive school bus safely over variety of normal and hazardous road conditions.

Maintain order among students on a bus.

Learn designated bus route, bus stops, and District traffic hazards.

Make route reports.

Keep simple records.

Understand and carry out oral and written instructions.

Establish and maintain effective working relationships with students, the public, and staff members.

Maintain cooperative working relationships with those contacted in the course of work.

Ability to handle stressful situations.

Ability to maintain confidentiality of student matters.

Ability to effectively manage time and responsibilities.

EQUIPMENT USED:

Two-way radio equipment, specials needs equipment, telephone/voice mail.

WORK ENVIRONMENT:

While performing the duties of this job, the substitute regularly works inside and outside. The substitute must be able to meet deadlines with severe time constraints. The environment can be stressful due to the nature of the work.

The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

While performing the duties of this job, the substitute is frequently required to sit; occasionally walk and stand. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The substitute is required to be able to hear conversations in quiet environments. May be required to lift or carry up to 30 pounds.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the substitute often performs routine work. Guidance and reinforcement are usually unavailable. The substitute frequently works within time constraints and must maintain attentiveness intensity. The substitute is frequently involved in interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by a substitute to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.