

# Classified Personnel

## Job Description

- POSITION TITLE:** Full-Time Substitute School Bus Driver
- QUALIFICATIONS:** Shall communicate effectively both orally and in writing.  
Shall hold a valid drivers license.  
Shall have general automotive mechanical ability.  
Shall file evidence of driving ability.  
Shall have general knowledge of laws, rules, and regulations relating to transportation of school children.  
Shall have ability to drive manual and automatic transmissions.  
Shall submit to a drug and alcohol test before initial employment.  
Shall be subject to random drug and alcohol tests after employment.  
Shall have or will get a CDL prior to transporting students.  
Shall have a high school diploma or GED.
- PHYSICAL REQUIREMENTS:** Shall have the ability to sit, lift, stoop, push, pull, climb, drive, physically restrain students (when necessary), any and all body movements as related to the job description.
- RESPONSIBLE TO:** Principal  
Transportation Supervisor
- GENERAL DUTIES:** Shall transport students to and from school and on educational field trips.  
Shall observe safe driving rules at all times as set forth by the federal, state and local levels of authority.  
Shall drive assigned route on a daily schedule.  
Shall follow the maintenance program determined by the Transportation Supervisor.  
Shall supervise students on the bus.  
Shall react positively to directives.  
Shall carry out assignments in a timely manner without undue checking.  
Shall adhere to time schedules as set forth.  
Shall conduct a walk through of their bus at the end of each run to ensure that all students have disembarked at their designated stops as per Board Policy 06.22.  
Shall perform a pre-trip inspection of the bus as required.  
Shall have a willingness to cooperate with the principal and staff.  
Shall adhere to School Board of Education Policies and Procedures.
- SPECIFIC DUTIES:** Shall pick up students in the morning at a designated location at the proper time and deliver them to their assigned school.  
Shall pick up students in the evening at their assigned school and deliver them to their designated location.  
Shall supervise the loading and unloading of students.  
Shall make such reports as required.  
Shall take care of bus and see that it operates safely.  
Shall keep the bus clean at all times (inside and out).  
Shall attend such in-service training sessions and conferences as required by the Transportation Supervisor.  
Shall perform any other duties as assigned by the supervisor.
- DAYS OF EMPLOYMENT:** 181 days
- SALARY:** Commensurate with the Ashland Independent Schools Classified Salary Schedule.

