



## Sub (Activity) Bus Driver

### Purpose Statement

The Sub (Activity) Bus Driver is responsible for driving activity trips and bus routes on an as-needed basis. Sub drivers will be hired from this pool of candidates as openings arise.

### Supervisory Relationship

Reports to: Transportation Supervisor

### Essential Functions

- **Drive Bus:** Drive buses on field trips, activity trips, and assigned routes as scheduled.
- **Passenger Safety:** Ensure the safety, welfare, discipline, and protection of passengers.
- **Problem Reporting:** Report any problems or unusual occurrences to the Transportation Supervisor.
- **Regulation Compliance:** Adhere to all federal, state, local, and school district regulations, including random drug/alcohol testing.

### Job Requirements: Minimum Qualifications

#### Skills

- Safe driving practices.
- Basic first aid and CPR.
- Communication and reporting.

#### Knowledge

- Federal, state, local, and school district transportation regulations.
- Vehicle maintenance and safety standards.

#### Abilities

- Ensure passenger safety and discipline.
- Handle emergency situations.
- Communicate effectively with the Transportation Supervisor and passengers.

### Responsibilities

Work on an as-needed basis, providing transportation for school-related activities and routes. Maintain a safe and compliant driving record. Follow all safety and operational procedures.

### Work Environment

Driving for extended periods. Handling physical tasks such as lifting up to 45 pounds. Adapting to various driving conditions and schedules. Generally, 60% sitting, 20% walking, and 20% standing. Exposure to temperature extremes and some risk of injury or illness.

### Experience

Job related experience

### Education

High School Diploma or equivalent

### Certificates and Licenses

Minimum of a Class C or higher commercial driver's license with a passenger endorsement; air brake endorsement recommended.

Basic First Aid and CPR certification.  
Must meet current DOT standards.  
Provide current driving record from North Dakota Motor Vehicle Department.

**Continuing Education/Training**

Maintain Certificates and/or licenses

**Clearances**

Criminal Justice Fingerprint/Background Clearance

Adhere to all federal, state, local and school district regulations, including random drug/alcohol testing

**FLSA Status**

Non-Exempt

**Salary Grade**

Flat Rate