



## SUBSTITUTE BUS DRIVER *Position Description*

**Title:** Substitute Bus Driver  
**Location:** Pamlico County Schools  
**Terms of Employment:** Part Time, Temporary  
**FLSA Status:** Non-Exempt

### Purpose

*The Substitute Bus Driver will safely pick up and drop off students to and from school on an as needed basis.*

### Qualifications

- Must have or be able to obtain a CDL License with endorsements to drive a yellow school bus

### Duties and Responsibilities

- Follows school district procedures when driving assigned bus routes
- Monitor students' behavior while students are riding on the bus

### Skills and Abilities

- Knowledge of safe and efficient practices and procedures used in the operation of a school bus
- Knowledge of traffic laws and school bus regulations
- Ability to physically inspect the bus according to Transportation Department instructions
- Ability to detect and report observable mechanical defects or failures on the school bus
- Ability to maintain a clean school bus
- Ability to understand and follow oral and written instructions
- Ability to exercise judgment and initiative in applying standards to a variety of work situations
- Ability to coordinate hands and eyes rapidly and accurately in operating a school bus

*Pamlico County Schools does not discriminate in the employment, tenure, or promotion of employees on the basis of sex, race, religion, age, national origin or disability.*