BISMARCK PUBLIC SCHOOLS
Job Description

"Together, our strong relationships build inclusive, collaborative, and innovative environments that create agency and inspire a passion for learning, excellence, and discovery."

"Empower every learner to *thrive*."

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

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at https://www.bismarckschools.org/school-board/district-administrative-policies. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.