

SUBSTITUTE SCHOOL BUS DRIVER**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

1. High School diploma or equivalent is required.
2. Be at least twenty-one (21) years of age.
3. Possess a valid Idaho Class A or B Commercial Driver's License (CDL) issued by the Idaho State Department of Motor Vehicles with passenger, school bus, and air brake endorsements.
4. Possess a valid Idaho Transportation Department Medical Examiners Certificate.
5. Knowledge of the requirements for the State of Idaho, Department of Education, and Student Transportation Motor Vehicle Code pertaining to the operation of vehicles in transporting school children.
6. Meets all state driving record standards for an operator of a school bus and have no prior convictions of DUI, reckless driving, or withheld judgments on alcohol or drug related charges.
7. Pass a pre-employment drug screening, and fingerprint criminal background check
8. Knowledge of basic school bus maintenance requirements and how to safely procure from storage, and add fuel and all other fluids needed for the bus.
9. Possess strong written and oral communication skills.
10. Ability to work with district employees, students, and the public.
11. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to: Director of Transportation

Supervises: N/A

Job Goals:

To provide safe transportation for the students to and from school and on extra-curricular activities in a safe, efficient and pleasant manner.

Essential Duties and Responsibilities:

1. Regular and predictable attendance.
2. Maintain high standards of ethical behavior and confidentiality.
3. Interact with students, district employees, and the public in a professional manner.
4. Maintain Commercial Driver's License (CDL), Department of Transportation Medical Examiner's Certificate, and is subject to random and post-accident drug screening.
5. Within one (1) year of hire date obtain and maintain CPR Certification.
6. Ensure students and other authorized passengers have safe access to and from buses including during normal transport and emergency situations.
7. Knows and obeys all traffic laws and operates school buses and other transportation equipment in a safe and efficient manner, observing all safety regulations for school buses including all laws, and rules governing the operation of school buses or other

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TRANSPORTATION

FLSA Status – Non-exempt

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- equipment used as specified in the Idaho State Transportation Manual, as amended by State or Federal laws.
8. Knows and follows all policies and procedures of the District's Transportation Department including regulations related to pupil transportation to and from school, special events, and field trips.
 9. Transport only authorized students, employees, and volunteers.
 10. Read and interpret maps and learn designated bus routes, stops, and district traffic hazards.
 11. Drive a school bus on designated routes in accordance with specified time schedules ensuring compliance with departure and arrival times.
 12. Transports students and staff on field trips to various locations, choosing the best route, and making departure and arrival times as scheduled.
 13. Inform and direct authorized passengers regarding safety, enforcing District rules, regulations, and laws; Monitors and ensures proper conduct and discipline on buses and at bus stops.
 14. Attends required training, in-service, and safety meetings to meet Idaho State and Department of Transportation (DOT) requirements.
 15. Appropriate utilization of two-way radio for bus to bus and bus to dispatch office communications; Report road conditions, district traffic hazards, and any other potentially dangerous situation to dispatch.
 16. Maintain bus in safe operating condition through prescribed daily vehicle inspection.
 17. Fuel and add other fluids as the bus requires.
 18. interior of assigned vehicles for the purpose of maintaining appearance and safety of vehicle.
 19. Complete daily transportation activity records and update route sheets and maps as needed to ensure accuracy.
 20. Report all accidents, complete required paperwork, and participate in post-accident drug screening if required by management.
 21. Assist in the planning, organizing, and implementation of student safety and pupil transportation vehicle evacuation drills.
 22. If assigned to a special needs route, the driver must have the ability to lift, load, unload, and secure wheel chairs; Assist in the loading and unloading of special needs students as necessary; Provide appropriate care and assistance to all passengers.

Other Duties and Responsibilities:

Performs all other duties as assigned.

Terms of Employment:

This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee, and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall, at all times, be subject to the direction of the persons to whom said employee has primary responsibility or said person's designee(s), and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said School District rules, regulations and policies.

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This position will have variable hours per day; up to 176 days per year. Salary to be determined by the Transportation Salary Schedule as adopted by the Board of Trustees.

Evaluation:

Performance of this position will be evaluated annually by the Transportation Supervisor in accordance with Board policy.

Physical Demands/Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to drive; talk or hear; sit for extended periods of time; have sufficient hand, arm and finger dexterity to operate equipment; and reach with hands and arms. The employee is frequently required to stand; walk; climb steps or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift, carry, and push and/or pull items up to a maximum of 50 pounds and possess physical strength and dexterity to pull children from bus in case of emergency or accident.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Common hazards include contact with dissatisfied or abusive individuals; exposure to fuels, exhaust, fumes and fluids used in the operation of equipment, and chemical compounds used to clean equipment; drive in inclement weather and with the possibility of bus steps and ground being slippery; possible contact with blood borne pathogens and/or bodily fluids.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles and outside weather conditions. The noise level in the work environment is usually moderate to loud.

Reviewed _____ Revised 11/06
04/07
11/15
03/17
09/17
11/17

NOTES:

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference: I.C. § 33-512 Governance of Schools
I.C. § 33-1210 Information on Past Job Performance

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