



JOB DESCRIPTION

TITLE:	SUBSTITUTE BUS DRIVER
REPORTS TO:	DIRECTOR OF TRANSPORTATION
TERMS OF EMPLOYMENT:	TIMESHEETS DONE WITH DAYS WORKED
SALARY RANGE: BUS DRIVER ASSOCIATION SALARY SCHEDULE	\$17.00
SUBSTITUTES	ALL SUBSTITUTE POSITIONS WILL BE PAID AT THE ENTRY-LEVEL RATE (EE1) FOR THE JOB CLASSIFICATION IN WHICH THEY ARE SUBSTITUTING
FLSA STATUS	NON-EXEMPT

SUMMARY OF POSITION

Under the guidance of the Director of Transportation, the bus driver is responsible for operating a school bus and transporting school-aged children and other authorized personnel safely and efficiently over specified routes to and from schools and various activities. Position conducts pre-trip inspections; observes safety regulations and policies; enforces student discipline on the bus; and performs related work.

RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

- ★ Transport passengers in a safe and courteous manner.
- ★ Maintain student discipline on the bus and enforce rules governing student conduct. Prepare student conduct reports.
- ★ Ensure that the bus can be operated safely before driving and conducts pre-trip inspections as required by federal and state laws to include observing visual defects and checking operating systems to include brakes, horn, lights, emergency flashers, extended stop arms, and door opening devices. Report any discrepancies to the Vehicle Maintenance Department.
- ★ Operate the bus safely over assigned route, picking up and delivering only authorized students at assigned bus stops.
- ★ Report all accidents immediately, requesting police or ambulance service as needed; administer first aid to injured persons until services arrive; and complete required accident reports.
- ★ Notify the proper authority in cases of mechanical failure, safety deficiencies, when off schedule, or other incidents.
- ★ Maintain accurate records concerning vehicle maintenance, mileage, and number of students transported.

- ★ Maintain a commercial driver's license as required by the State Department of Transportation and maintain First Aid/CPR certification.
- ★ Secures wheelchairs, car seats, and other restraining devices on the bus as needed.
- ★ Obey all traffic laws and transportation practices.
- ★ Install tire chains are required.
- ★ Attend scheduled training and safety meetings.
- ★ Assist substitute drivers in learning bus routes by participating in ride-a-longs and providing feedback and route information.
- ★ Keep assigned bus clean and fueled.

NON-ESSENTIAL FUNCTIONS

Perform other related duties as assigned by the Director of Transportation.

WORK CONTACTS

The position requires frequent contact with students, parents, and District staff.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Safe driving practices; provisions of the Nevada Motor Vehicle Code and Education Code applicable to the operation of vehicles transporting students; operation of a bus; first aid and CPR practices, record keeping techniques; knowledge of local street and road systems; how to properly secure a wheelchair, car seat, and other restraining devices on a school bus.

ABILITY TO

- ★ Operate a bus observing legal and defensive driving practices.
- ★ Maintain a vehicle in a clean and safe condition.
- ★ Learn a designated bus route including stops and traffic hazards.
- ★ Accurately and quickly learn local street and road systems.
- ★ Accurately and quickly learn how to properly secure a wheelchair, car seat, and other restraining devices on a school bus.
- ★ Maintain student discipline and ensure that student behavior is not a distraction to safe driving.
- ★ Recognize and report any unsafe act or condition.
- ★ Remain in compliance with State/District regulations regarding the use of controlled substances and alcohol as applied to school bus drivers.
- ★ Meet the mandated physical and mental requirements established by the State and the U.S. Department of Transportation – the District is not permitted to employ individuals that do not meet these standards.
- ★ Exercise confidentiality, tact, diplomacy, and independent judgment in the performance of duties.
- ★ Read, interpret, apply, and explain rules, regulations, policies and procedures.

- ★ Meet schedules and timelines.
- ★ Work independently in the absence of a supervisor.
- ★ Interact with students, parents, and staff in a positive and proper manner.
- ★ Communicate clearly and accurately with employees at all levels and through multiple mediums.
- ★ Effectively communicate with other agencies and organizations.
- ★ Demonstrate accuracy with online data input for school personnel management.
- ★ Operate a computer and related equipment.
- ★ Follow oral and written instructions.
- ★ Appropriately handle stress and interact with others.
- ★ Maintain regular attendance and punctuality.

SUPERVISION RECEIVED

Work is performed under the supervision of the Transportation Supervisor or Transportation Coordinator. Transportation Supervisor or Transportation Coordinator shall at least annually evaluate the bus driver's performance.

SUPERVISION EXERCISED

None

CONDITIONS OF WORK

Work is performed under the following conditions:

- ★ A standard school bus setting. The noise level in the work environment is usually moderate, but occasionally high.
- ★ While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions, moving mechanical parts, fumes and airborne particles, vibration, and heavy traffic patterns.
- ★ The employee may be exposed to bodily fluids and blood borne pathogens.
- ★ In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations.
- ★ Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

SAFETY SENSITIVE:

YES ☒ NO ☐

ACCEPTABLE EXPERIENCE AND TRAINING

Some experience in bus driving and high school education; or any equivalent combination of experience and training which provides the knowledge, skills and abilities to perform this work.

LICENSES/CERTIFICATES

- ★ Must possess a valid Nevada or California Commercial Driver's License and a current Nevada School Bus Driver's Certificate from the Nevada Department of Education.
- ★ Must pass the District required Department of Transportation physical examination.
- ★ Must possess basic first aid and CPR certification or must acquire such prior to the completion of the classroom training course.

- ★ Must possess the mental and emotional stability to insure normal driving competence and efficiency.
- ★ Must possess an excellent driving record in compliance with District standards.

PHYSICAL AND MENTAL/INTELLECTUAL REQUIREMENTS

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Those requirements include:

- ★ While performing the duties of this job, the employee is regularly required to talk or hear.
- ★ The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms.
- ★ The employee is frequently required to stand and stoop, kneel, crouch or crawl and climb stairs.
- ★ The employee must regularly lift and/or move up to 25 pounds, frequently up to 50 pounds and occasionally up to 100 pounds.
- ★ Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- ★ Climb and descend steps with a maximum step height of 17 ½ inches.
- ★ Operate two hand controls simultaneously and quickly.
- ★ Have a reaction time of three-fourths of a second or less from the throttle to the brake control.
- ★ Carry or drag a 125-pound person 30 feet in 30 seconds or less.
- ★ Depress a brake pedal with the foot to a pressure of at least 90 pounds.
- ★ Exit from an emergency door opening of 24 by 48 inches at least 42 inches from the ground in ten seconds or less.
- ★ Has distance vision acuity of at least 20/40 in each eye without corrective lenses or visual acuity separately corrected to 20/40 or better with corrective lenses, distant binocular acuity of at least 20/40 in both eyes with or without corrective lenses, field of vision of at least 70 degrees in the horizontal Meridian in each eye, and the ability to recognize the colors or traffic signals and devices showing standard, red, green and amber;
- ★ Does not have an average hearing loss in the better ear greater than 40 decibels at 500 Hz, 1,000 Hz and 2,000 Hz with or without a hearing aid when the audiometric device is calibrated to American National Standard.

EMPLOYEE PUNCTUALITY AND APPEARANCE

In order for DCSD schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave. Any deviation from assigned hours must have prior approval from the employee's supervisor or building administrator. All employees are required to report to work dressed in a manner that reflects a positive image of DCSD and is appropriate for their position.

NOTICE OF NON-DISCRIMINATION/EQUAL OPPORTUNITY EMPLOYER

The Douglas County School District does not discriminate against any person on the basis of race, creed/religion, color, national or ethnic origin, sex (including pregnancy), gender identity or expression, genetic information,

sexual orientation, disability, marital status, age, veterans or military status, or political affiliation in admission to or access to, treatment or employment, or participation in its programs and activities, and provides equal access to the Boy Scouts of America and other designated youth groups, pursuant to federal and state laws including, but not limited to, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act of 1990, the Individuals with Disabilities Education Improvement Act (IDEA), and the Boy Scouts of America Equal Access Act. The Douglas County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment, which includes recruiting and hiring practices, working conditions, training, promotion, and terms and conditions of employment. Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling (775) 782-7177.

The Superintendent of Douglas County School District has designated the following position to handle inquiries regarding student and employee non-discrimination policies:

Executive Director of Human Resources

1638 Mono Avenue
Minden, Nevada 89423
Phone: (775) 782-7177

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have read the above job description and have received a copy for my records.

Signature of Employee: _____

Date: _____