

Fremont County School District 21

Substitute Bus Driver

Purpose Statement

The job of Substitute Bus Driver is done for the purpose/s of providing transportation services as assigned; transporting students over scheduled routes and/or to and from special excursions; ensuring vehicle is in a safe operating condition; and ensuring safety of students during transport, loading, and unloading from buses.

This job reports to Transportation supervisor.

Essential Functions

- Advises students and other passengers of appropriate behavior for the purpose of reinforcing established guidelines and maintaining passenger safety.
- Assesses incidents, complaints, accidents and/or potential emergency situations (e.g., road hazards, medical emergencies, accidents, etc.) for the purpose of resolving and/or recommending a resolution to the situation.
- Assists students and other passengers for the purpose of providing safe loading and unloading from buses during normal transport and emergency situations.
- Conducts emergency evacuation drills for the purpose of ensuring efficiency of procedures and complying with mandated requirements.
- Drives school bus/s for the purpose of transporting passengers over scheduled routes to and from school and/or field trips in a safe and timely manner.
- Fuels assigned vehicle (e.g., oil, water, fuel, etc.) for the purpose of maintaining vehicle in a safe operating condition.
- Informs students and other site personnel for the purpose of providing information and direction regarding activities, safety issues and/or proper maintenance of vehicles and equipment.
- Inspects vehicles for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition and identifying necessary repairs to vehicles and equipment.
- Monitors students and staff in and around vehicles for the purpose of preventing injuries and ensuring safety.
- Monitors students and other passengers during transit for the purpose of ensuring the safe transportation of all passengers.
- Operates two-way radio in an efficient and effective manner for the purpose of communicating with the bus dispatcher.
- Performs pre-trip and post-trip inspections (e.g., fluid levels, tire pressure, exterior condition, etc.) for the purpose of ensuring the safe operating condition of the vehicle and complying with mandated guidelines.
- Prepares written materials (e.g., supply requisitions, safety inspections, work orders, time sheets, field trip reports, inspection records, passenger misconduct, mileage logs, etc.) for the purpose of documenting activities and/or relating activities to administration for actions.
- Reports observations and/or incidents (e.g. discipline, accidents, inappropriate social behavior, etc.) for the purpose of communicating information to appropriate personnel for their action.
- Responds to inquiries from staff, students, parents, and/or visitors for the purpose of providing information, taking appropriate action and/or directing to appropriate personnel for resolution.
- Responds to immediate safety and/or operational concerns (e.g., facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in transportation of students and personnel; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job to include: operating equipment used in transportation of students and personnel; safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific Ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling some climbing and balancing frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 5% sitting, 85% walking, and 10% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Drug test

Certificates & Licenses

CDL with bus endorsement

CPR Certificate

Driver's License & Evidence of Insurability

First Aid Certificate

Continuing Educ. / Training

Annual Physical

CPR Certificate Renewal

First Aid Certificate Renewal

Maintains Certificates and/or Licenses

Random Drug & Alcohol Testing

Clearances

Criminal Background Clearance
Drug Test\

FLSA Status

Not Rated

Approval Date**Salary Grade**

Substitute

Title IX Coordinator

Title*: Principal
Address: 90 Ethete Rd, Fort Washakie, WY 82514
Telephone Number: 307.332.5983
Email:

Section 504/ADA Coordinator

Title*: Principal
Address: 90 Ethete Rd, Fort Washakie, WY 82514
Telephone Number: 307.332.5983
Email:

Civil Rights Compliance Coordinator

Title*: Superintendent
Address: 90 Ethete Rd, Fort Washakie, WY 82514
Telephone Number: 307.332.5983
Email:

*OCR recognizes that including a person's name may result in an overly burdensome requirement to republish the notice if a person