

Bendle Public Schools

JOB TITLE: Substitute Bus Driver

DEPARTMENT: Transportation

REPORTS TO: Transportation Director

SUMMARY: Responsible for safely transporting students and necessary support staff over specified routes according to time schedule(s). Includes emergency evacuations, field trips, extracurricular activities, and community-based programs. Must comply with all traffic and specific bus transportation regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (Other duties may be assigned)

- Maintains personal and professional “safe-driving” record.
- Demonstrates knowledge of rules and regulations promulgated by local, state, and federal agencies.
- Performs and properly completes daily pre/post-trip inspections.
- Responsible for ensuring bus cleanliness throughout and after use.
- Conducts Emergency Evacuation/Procedure Drills as required.
- Drives with passenger safety as a priority.
- Drives defensively under varying traffic conditions and inclement weather.
- Complies with all bus and traffic ordinances.
- Complies with discipline policies set forth in the School Code of Conduct for Transportation.
- Participates in required or necessary trainings.
- Establishes positive working relationships with all stakeholders.

SUPERVISORY RESPONSIBILITIES:

- Supervision of those being transported in accordance with federal, state, local, and district rules and regulations.

QUALIFICATION REQUIREMENTS:

- Candidate must perform each of the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/EXPERIENCE:

- High School Diploma or General Education Degree (GED).
- Exemplary Driving Record.
- Must be able to pass physical, including drug test.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must be able to obtain a Commercial Driver's License.
- Must pass State Skill Test and State Written Test.

REASONING ABILITY: Ability to apply commonsense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS & ABILITIES: Ability to work in a friendly manner with co-workers and students. Ability to read and understand maps. Ability to pass State Skill Test, State Written Test, Department of Transportation physical and MDE Basic Training Program. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: 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 continuously required to sit and occasionally required to walk or stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee frequently repeats the same hand, arm or finger motion many times. The employee frequently uses hand strength to grasp tools. The employee is continuously driving on the job. The employee must occasionally lift and/or move up to 75 pounds such as students. Specific vision abilities required by this job include close vision, color vision, depth perception and peripheral vision.