

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

## Title: Relief Driver/Substitute

### GENERAL DESCRIPTION

The essential function of the position within the organization is to transport students to and from designated stops while maintaining a safe environment and in accordance with the policies of the State Department of Education guidelines.

#### **Primary Duties:**

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Exercises maximum regard for the safety and welfare of all transported students while operating a school bus.

Works closely with Transportation Department and the school principals regarding hazards encountered on bus routes.

Informs Transportation Department regarding any suggested changes in route schedules or bus loads.

Assists other school bus drivers with their routes in cases of emergencies.

Obeys all traffic laws.

Completes and submits all required reports and information in accordance with the existing policy.

Addresses and assists with student discipline problems, aided by the school administration and Transportation Department.

Facilitates a feeling of safety and security to transported students.

Manages students in a positive and effective way.

Attends assigned workshops and training programs.

Drives whatever route assigned per day.

#### **Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **GENERAL RESPONSIBILITIES AND REQUIREMENTS**

#### **Data Responsibility:**

*"Data Responsibility" refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

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Computes or performs arithmetic operations using data or information.

### **People Responsibility:**

*"People Responsibility" refers to individuals who have contact with or are influenced by the position.*

Gives information, guidance, or assistance to people which directly facilitates task accomplishment; may give instructions or assignments to helpers or assistants.

### **Assets Responsibility:**

*"Assets Responsibility" refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

### **Mathematical Requirement:**

*"Mathematics" deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses some addition and subtraction, light multiplication/division.

### **Communications Requirements:**

*"Communications" involves the ability to read, write, and speak.*

Reads routine sentences, instructions, regulations, procedures, or work orders; writes routine sentences and completing routine job forms and incident reports; speaking routine sentences using proper grammar.

### **Complexity of Work:**

*"Complexity of Work" addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs semi-routine work involving set procedures and rules, but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

### **Impact of Decisions:**

*"Impact of Decisions" refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderate impact - affects those in work unit.

### **Equipment Usage:**

*"Equipment Usage" refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

*Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items.*

### **Safety of Others:**

*"Safety of Others" refers to the responsibility for other people's safety, either inherent in the job or to assure*

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*the safety of the general public.*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

#### **Education Requirements:**

*"Education Requirements" refers to job specific training and education required for entry into the position.*

High School Diploma or equivalent preferred.

Successful completion of the Bus Driver Training Course offered by the County Public School Transportation Department.

Must submit to drug and/or alcohol testing when required by School Board, State and/or Federal Policies, regulations and/or laws.

Knowledge of equipment and technology as related to specific job functions.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

#### **Licenses Certifications Registrations Required:**

*"Licenses, Certifications, and Registrations" refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

*Valid Florida Commercial Driver's License Class B with Passenger Endorsement and verification of an acceptable driving record through the State Department of Motor Vehicles.*

*Ability to meet the Florida Department of Education's Physical Examination for School Bus Driver (Form ESE 479).*

*Must possess or be able to obtain certification in CPR and First Aide; may be required to obtain other specific certifications or complete coursework as deemed necessary by supervisor.*

Appropriate State of Florida professional certification as required and applicable

#### **Experience Requirements:**

*"Experience Requirements" refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires no prior experience, just a short demonstration.

### **AMERICANS WITH DISABILITIES REQUIREMENTS**

#### **Physical Demands:**

**Physical Requirements:** Light Work

**Physical Activity:** Sitting, Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching,

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Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

**Working Conditions:** Outdoors/Indoors, Noise

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

### **Unavoidable Hazards:**

*"Unavoidable Hazards" refers to unusual conditions in the work environment that may cause illness or injury.*

The position may be exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, disease/pathogens.

### **Sensory Requirements:**

*"Sensory Requirements" refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

### **American With Disabilities Act Compliance:**

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

### **Term of Employment:**

Annual Contract

### **Reports To:**

Transportation Director

PAY GRADE: From: BDSUB To: BDSUB

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_