TITLE:	Substitute Bus Driver	STATUS:	Non-Exempt/At-Will
REPORTS TO:	Designee	TERMS:	School Year Calendar
DEPARTMENT:	Transportation Services	PAY GRADE:	Substitute Pay Scale

PRIMARY PURPOSE:

In the absence of a bus driver, operate school bus and related equipment to provide safe and orderly transportation of students and other authorized persons on assigned route and to and from other designated locations.

QUALIFICATIONS:

Education/Certification:

High school diploma or GED

Appropriate clear and valid commercial driver's license with Passenger (P) and School Bus (S) endorsements

Experience:

None

WORKING CONDITIONS:

Mental Demands/ Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent sitting, walking, bending, kneeling, pushing and pulling; moderate lifting and carrying up to 100 lbs. Work outside and inside with moderate exposure to extreme temperatures and vehicle fumes; work around vehicles and machinery with moving parts. Ability to egress from bus and supervise student evacuation from bus in a timely manner during emergency situations. Ability to drive all types of school buses.

Essential Functions:

1. Perform appropriate safety and maintenance checks, ensuring bus is clean and graffiti-free
2. Transport only authorized students and personnel on established routes and/or trips
3. Maintain discipline when passengers are on the bus. Refer undisciplined students to the proper authority
4. Observe all mandatory safety regulations for school buses and obey all traffic laws
5. Report all accidents, mechanical failures, etc. and complete required reports
6. Successfully interact with district employees, parents, students, and district patrons. Establish and maintain public relation efforts designed to enhance the image of the position

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The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

_____	_____	_____
Signature	Printed Name	Date