

## RICHLAND COUNTY SCHOOL DISTRICT TWO

### **JOB DESCRIPTION (revised October 2022)**

**TITLE:** Substitute Bus Driver

**FLSA:** Non-Exempt

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#### **GENERAL SUMMARY**

Safely operates a School Bus or Activity Bus (vehicle) in accordance with all applicable laws and regulations to transport students or other approved personnel to and from various school(s) or other designated facilities and. Is responsible for maintaining discipline among any students being transported. Reports to the Transportation Manager or Activity Bus Supervisor.

#### **ESSENTIAL FUNCTIONS**

Transports students and/or other District approved personnel on extracurricular District sponsored activities according to field trip permit. Ensures that the District sponsor is on board and a proper student roster has been received, that all equipment is properly stored and riders are seated, and emergency evacuation procedures have been read to all riders prior to departure of the trip.

Operates a bus over a route that has been designated and approved by the School District and the State Department of Education (SDOE). Operates equipment in accordance with all state laws and regulations.

Drives in a safe manner in accordance with all applicable transportation laws, including laws applying to Railroad Crossings. Follows directions to the destination provided by the trip sponsor, making all stops indicated on the field trip permit and or making all the proper stops indicated on the school route.

Operates equipment in accordance with all applicable laws and regulations. Performs pre-trip inspection, during operation inspection, observing bus gauges and ensuring all are in normal operating range, and performing post trip inspections of assigned vehicles.

Maintains accurate and up-to-date permit information, recording accurate mileage and time.

Ensures that all personal belongings and equipment are removed from the vehicle and that the vehicle is returned to the transportation lot in appropriate condition, with all trash or other waste or debris removed. Uses various cleaning agents in maintaining a clean appearance of equipment, and reports any vandalism or equipment failures to the Activity or Hub Supervisor immediately.

Maintains proper discipline among students being transported. Reports misconduct to the principal and/or transportation administrators for appropriate disciplinary action using designated incident report forms.

Maintains a current, valid commercial driver's license and other operator certification, including a physical examination card, as required. Participates in random drug and alcohol testing as required by the U.S. Department of Transportation (DOT) and District policy. Maintains an acceptable driving record.

Attends safety meetings and training to include bus evacuation procedures as required by the District and SDOE. Administers general first aid when needed.

Coordinates the special needs of students on the assigned route. Operates a two-way radio to maintain communications with schools and the transportation office.

Follows Transportation guidelines as they relate to wearing proper apparel, including appropriate shirts, shoes (closed toe and closed heel), and a Richland District Two identification badge. Exhibits acceptable employee conduct and presents a positive image of Richland School District Two. Complies with the District's Board policies and designated procedures at all times.

Performs other related duties as required.

## **JOB SPECIFICATIONS**

### **Education and Experience:**

High school graduate or General Education Diploma (GED). Certified bus driver and Commercial Driver's License. Must be at least 18 years of age with an excellent motor vehicle driving record.

### **Knowledge:**

Thorough knowledge of all state and federal laws and regulations, and safety procedures pertaining to the operation of a school bus/activity vehicle. Knowledge of certification and licenses required for bus operation. Understands the limitations and hazards involved in operating assigned equipment. Knowledge of the requirements for maintaining the appearance of equipment. Knowledge of the proper forms and procedures to be completed for reporting student misbehavior, equipment failure, daily activity, mileage and time records. Knows the proper procedures for emergency situations. Knowledge of cell phone policies and procedures.

### **Skills/Effort:**

Is able to operate a school/activity bus in accordance with all state laws and regulations. Has the ability to carry out duties in extreme conditions of weather and noise. Is able to complete assigned tasks in a safe, timely, and effective manner. Is capable of applying common sense understanding and independent judgment in the performance of prescribed duties and tasks. Has the ability to communicate effectively with students, supervisors, co-workers, and the general public. Is able to maintain state certificate and commercial driver's license requirements. Possesses the ability to work under a degree of stress related to duties that require constant attention and awareness. Physical demands are related to the operation of a school bus wherein one is required to drive, operate handbrake and other controls, and maintain the cleanliness of equipment. Must be able to handle emergency situations in a calm and responsible manner, and be able to assist students in evacuating the bus under emergency conditions. Must be able to meet physical performance standards as outlined by the State Department of Education for school bus drivers. Those standards include the following:

- must possess the ability to go up and down the school bus steps rapidly (3 times within 30 seconds).
- must be able to alternate quickly between the throttle and the service brake (10 times in 10 seconds).
- must be able to depress fully and maintain constant, unassisted pressure on the brake pedal for at least 60 seconds.
- must be able to open and close a manually operated bus service door repeatedly and rapidly (3 times in 20 seconds).
- must be able to move rapidly through the interior of the bus and exit from the rearmost floor-level emergency door, starting from a seat-belted position (within 20 seconds).
- must be able to drag individuals rapidly in a bus emergency (125 pound object must be dragged 30 feet in 30 seconds).

### **Working Conditions:**

Work is conducted primarily on a school bus where one is required to drive in varying weather conditions which means exposure to conditions such as heat, cold, rain, humidity, etc., and at times to drive on poor

road conditions. Requires ability to work under a degree of stress related to duties that require constant attention and awareness. Physical demands are related to the operation of a school bus wherein one is required to drive, operate handbrake and other controls, maintain cleanliness of equipment, and monitor the activities of passengers when assigned to drive special needs field trips, physical demands include the operation of a wheelchair lift and moving handicapped children onto and off of the vehicle. Routine local travel is required to transport to and from school; no overnight travel is required.

**Responsibility:**

No budgetary responsibility. Supervises students riding the bus.

**DISCLAIMER STATEMENT**

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

**SIGNATURES:**

_____	Date: _____
_____	Date: _____
_____	Date: _____