

Primero School District RE-2

Substitute Bus Driver (64)

JOB POSTING

Job Details

Title

Substitute Bus Driver

Posting ID

64

Description

Title: **BUS DRIVER**

Definition: Operates a school bus over designated routes to transport students and to complete related work as required.

Qualifications:

1. Posses a valid CDL driver's license with school bus endorsement (SP-2).
2. High School diploma or GED and demonstrated effective communication skills
3. Meet the requirements of the State Department of Motor Vehicles, Highway Patrol, and the Colorado Department of Education.
4. Be at least 21 years of age.
5. Possess or obtain, within 90 days after obtaining license, a standard Red Cross First Aid Card and Adult CPR card.
6. Must have knowledge of safe driving practices.
7. Must have knowledge of provisions of the Colorado Motor Vehicle Code and the Education Code applicable to the operation of vehicles transporting school students.
8. Ability to drive a school bus safely and efficiently.
9. Ability to maintain order among students on a school bus.
10. Ability to understand and carry out oral and written directions and maintain required records.
11. Ability to maintain cooperative relationships with those contacted in the course of work.
12. Ability to work with children.

Chain of Command: Transportation Director
 Building Principal
 Superintendent

Conflict Resolution: Human Resource Manager

Job Goals: Provide safe transportation to and from schools, activities, and maintains an orderly and courteous community on the bus.

Professional/Ethical Responsibilities:

It is imperative that the person employed in this position display, at all times, acceptable professional and ethical standards. These expectations are as follows, but are not limited to:

1. Confidentiality
2. Courtesy
3. Cooperation and positive attitude
4. Reliability/punctuality
5. Detail oriented
6. Timeliness in respect to deadlines
7. Integrity and Respect
8. High regard for student learning and progressive educational endeavors
9. Self motivated and able to work independently
10. Collaborate and able to work in a team setting
11. Take pride in your work

Responsibilities and Duties:

1. Obeys all traffic laws.
2. Drive a bus over designated routes in accordance with prescribed schedules.
3. Pick up, convey to designated location, and discharge school children in a caring and respectful manner.
4. Maintain a list of students who ride the bus route.
5. Conducts emergency drills at least twice a year (once a semester).
6. Assist in maintaining bus in safe operating condition and advise transportation director of repairs needed.
7. Maintain good order among students on bus, following district policies regarding the disciplining of children and contacting principals when necessary.
8. Maintain a variety of records as required, including pre and post trip inspections.
9. Complete and submit Daily Vehicle Inspection and Report Requirements according to the following procedures:

1. Drivers' Duties/Responsibilities on Daily Routes:

- 1) Each bus driver will complete a pre-trip inspection of his/her bus.
- 2) Any safety related equipment problem must be corrected before starting school bus trips.
- 3) After completion of regular runs, the driver is to complete a post-trip inspection of his/her bus, and is to:

1. Complete the mileage log, keep the log in the bus, check it daily, return completed forms to the Transportation Director.

1. Clean the interior of the bus daily.

1. Drivers' Duties/Responsibilities on Activity Trips:

- 1) Speed limits -operate vehicles at posted speed limits; however, if road conditions are bad, a lower speed is required.
- 2) Fuel and oil - driver is responsible for purchasing fuel and oil on the trip when needed. **Be sure to get a cash receipt each time for reimbursement.**
- 3) Pre-trip and post-trip inspections are required and must be noted as completed on the proper forms.
- 4) **Complete the activity form as required.**
- 5) Discuss evacuation procedures before leaving the school and indicate same for each trip.
- 6) Each driver is to stay with his/her bus or at the site of the activity at all times in case the bus needs to be moved or the group needs to be moved to another area. The bus is to be locked at all times when not in use. If it becomes necessary to leave the site, the sponsor has to know where the driver can be reached and how long he/she will be gone. Driver is not to leave the site without mutual agreement to do so.
- 7) Upon returning, driver is to ensure the bus interior is cleaned, the bus filled with fuel, and maintenance department informed of any discrepancies.

Terms of Employment:

1. Student Days and/or as assigned by Transportation Director in alignment with the school calendar.
2. Salary and benefits as per Board policy.

Evaluation:

Performance of this job will be evaluated in accordance with the Board policy and procedure for evaluation of classified personnel.

Substitute

http://primeroschool.org/media/EDocs/Primero_Certified_Salary_Schedule_1415.pdf

Shift Type
Salary Range

Location **Primero School District**

Applications Accepted

Start Date **01/19/2022**

Job Contact

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